UNIVERSITY OF CAMBRIDGE

Web Recruitment Release 1.0

November 2013

HR Systems

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1. Introduction

1.1 Overview

The recruitment process begins with the identification and definition of a vacancy. This includes developing/updating the role description and, for new academic-related and assistant staff vacancies, the grading of the post. Posts which are graded are set up in CHRIS (the HR and Payroll System) by the HR Division.

The new Recruitment Administration System (RAS) is used to:

- Find the details of a vacancy which exists in CHRIS (posts which have been graded or are being refilled); or
- Record the vacancy details for a new academic or research post (these are not individually graded so are not set up in CHRIS at this point).

Permission to fill a vacancy is then requested and granted in RAS. Once all required permissions for a vacancy have been obtained, it can be advertised on the University Jobs Pages and in external media.

In RAS, a department/institution records whether or not the application method for a vacancy will be using the University's Web Recruitment System. Where the Web Recruitment System is to be used, RAS will:

- Insert an 'Apply online' button on the advert for the vacancy on the Job Opportunities pages;
- Insert a URL in external adverts for the vacancy, which routes to the relevant advert on Job Opportunities.

This first release of the Web Recruitment System focuses on:

- Allowing applicants to apply on-line via the University Job Opportunities pages;
- Automatically acknowledging applications;
- Allowing recruiters/administrators to manage and record the results of the selection process;
- Allowing recruiters to view the data; and
- Transferring the successful applicant(s) into CHRIS.

Diagram 1 below shows how the different HR systems link together in the recruitment process.

Departments/institutions still record the offer made to the successful applicant in the CHRIS Recruitment Module and return the CHRIS/10(A) Appointment Form with supporting documents to the HR New Appointment Team for processing.

Future releases will add additional functionality, including the ability to record details of the offer within the Web Recruitment System.

Queries relating to Web Recruitment should be directed to the **CHRIS Helpdesk** by emailing chris.helpdesk@admin.cam.ac.uk.

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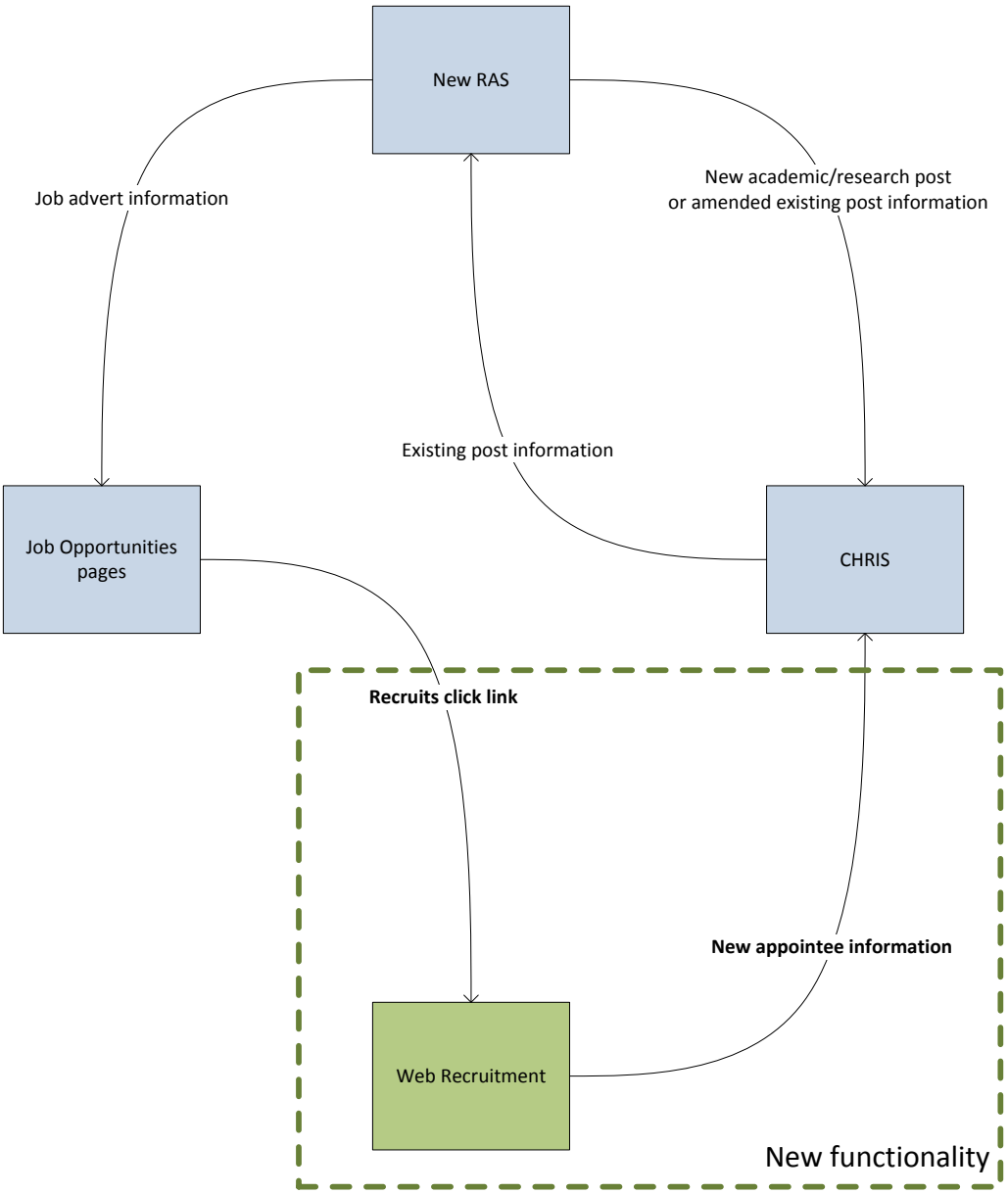
Diagram 1: HR systems linkages in the recruitment process



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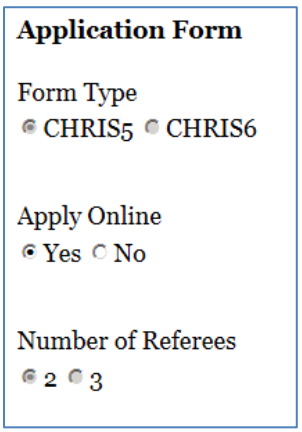
1. Setting up online applications

To enable applicants for a vacancy to use the online application form, you need to take the following steps in new RAS:

1. Log on to new RAS and add/find a vacancy. The new RAS user guide can be found at:

   http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-only/index.shtml

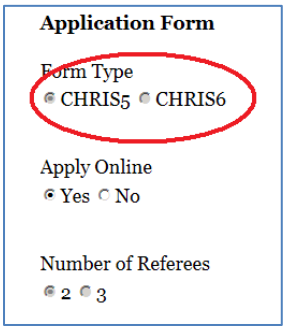
2. Progress as per the normal new RAS process until you reach Step 2 – Job Details. Here, you will see a new section on the page:



   Click the Yes button under Apply Online if you would like applications for the vacancy to be made via the new Web Recruitment system.

   The type of application form (CHRIS/5 Application for Employment or CHRIS/6 Cover Sheet for CVs) will be defaulted by RAS, in accordance with existing University policy, as follows:

   - Academic – CHRIS/6
   - Research – CHRIS/6
   - Assistant – CHRIS/5
   - Academic-related – CHRIS/5 or CHRIS/6, so you have the option of stating the required form for this type of vacancy.



   Click on the appropriate **Form Type.**

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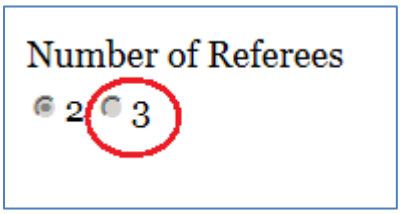
The number of referees for the vacancy will default to two. If you require the applicant to provide three referees then click on three:

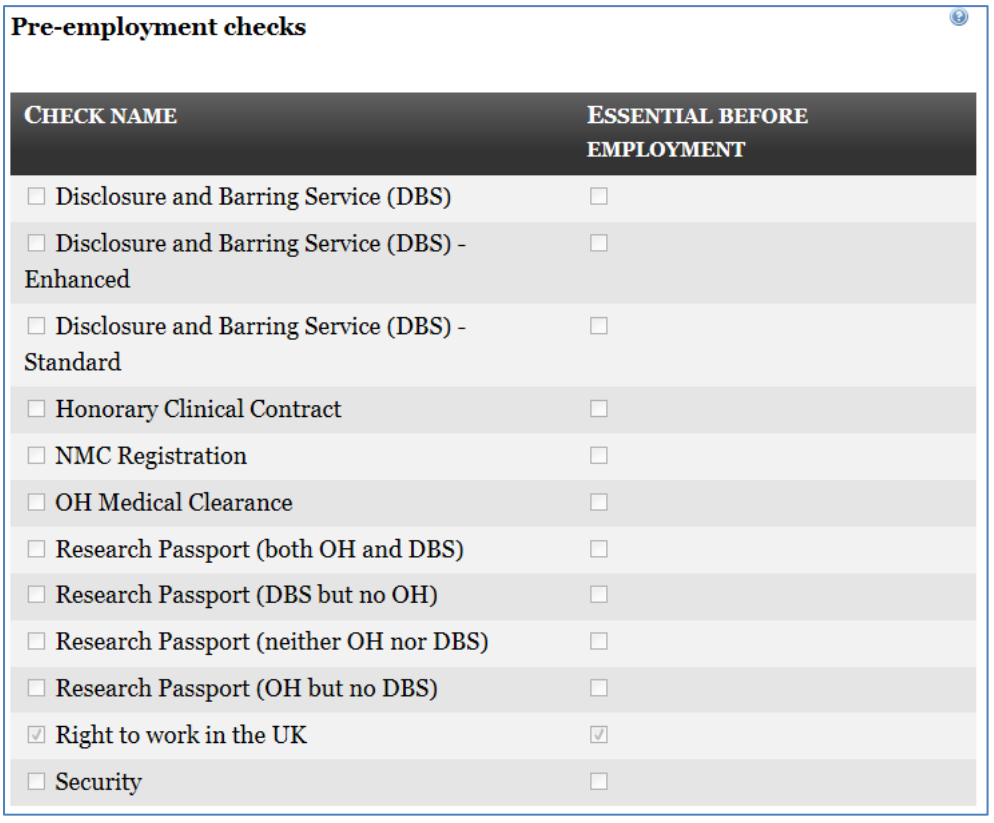


An extra space for the third referee will be displayed within the on line application form.

3. New RAS will look at the pre-employment checks you have selected for the vacancy on Step 2 – Job Details to determine which sections of the online application form should be displayed for your vacancy.

   If you have selected (or the position already has selected) any of the Disclosure and Barring Service (DBS) checks, whether essential before employment or not, then the Web Recruitment System will display a DBS section in the application form for applicants to complete.

   If you have selected (or the position already has selected) the Security check, whether essential before employment or not, then the Web Recruitment System will display a Security section in the application form for applicants to complete.



Pre-employment checks

CHECK NAME	ESSENTIAL BEFORE EMPLOYMENT
☐ Disclosure and Barring Service (DBS)	☐
☐ Disclosure and Barring Service (DBS) - Enhanced	☐
☐ Disclosure and Barring Service (DBS) - Standard	☐
☐ Honorary Clinical Contract	☐
☐ NMC Registration	☐
☐ OH Medical Clearance	☐
☐ Research Passport (both OH and DBS)	☐
☐ Research Passport (DBS but no OH)	☐
☐ Research Passport (neither OH nor DBS)	☐
☐ Research Passport (OH but no DBS)	☐
☑ Right to work in the UK	☑
☐ Security	☐

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4. In Step 5 – Advertisements, it is strongly recommended that you upload a HR7 Further Information document (formerly known as Further Particulars) to be displayed at the bottom of your University's Job Opportunities pages advert. You do this by clicking on the Add further information file button before you add an advertisement.

Providing this information will ensure that prospective applicants have all the information they need to decide whether or not to apply for your vacancy.

In addition, the HR7 Further Information template (http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr7/) contains a section which prompts you to inform applicants about:

- The online application process;
- Up to 5 documents that you would like applicants to upload in their application (CHRIS/6 forms only) such as a CV, covering letter and research publication lists;
- Who they should speak to if they have any questions about the vacancy.

5. When you preview your advert for a vacancy in RAS, you will be able to see wording which will be auto-inserted for you to direct applicants to:
   - Click on the **Apply online** button (which will be inserted onto your Job Opportunities advert); or
   - Click on a link to the Job Opportunities advert (which will be inserted into adverts in external media to route applicants to where they can find the Apply button):

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Library Invigilator test (Maternity Cover)

Department/Location: University Library, Cambridge

Reference: VE02153

Closing date: 29 November 2013

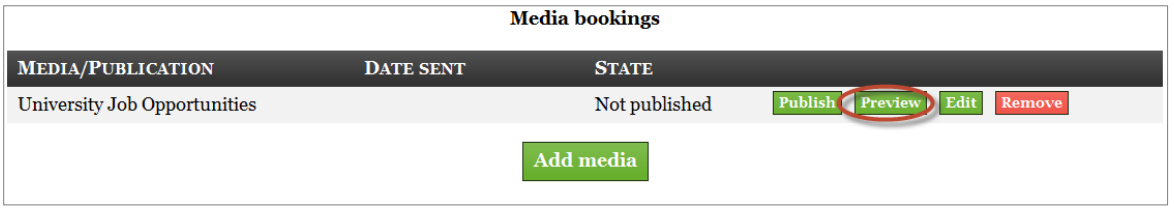
Intereting and varied position

Maternity cover: This post is fixed-term until 31 January 2014 or the return of the post holder, whichever is the earlier.

Once an offer of employment has been accepted, the successful candidate will be required to undergo a health assessment.

To apply online or view further information please visit:
http://dev.jobs.internal.admin.cam.ac.uk/job/2492

Note: Once you have written your advert(s), it is essential that you set up the University Job Opportunities pages as a published media type in the Media Bookings section of new RAS. Without this, there will be no way for applicants to access the Apply button that they will need to click on to be routed to the Web Recruitment System and the online application form.



All other steps in new RAS not described here should be completed in the normal way. Please see the new RAS User Manual for further details. This can be found on the HR Systems Landing pages at:

http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-only/index.shtml

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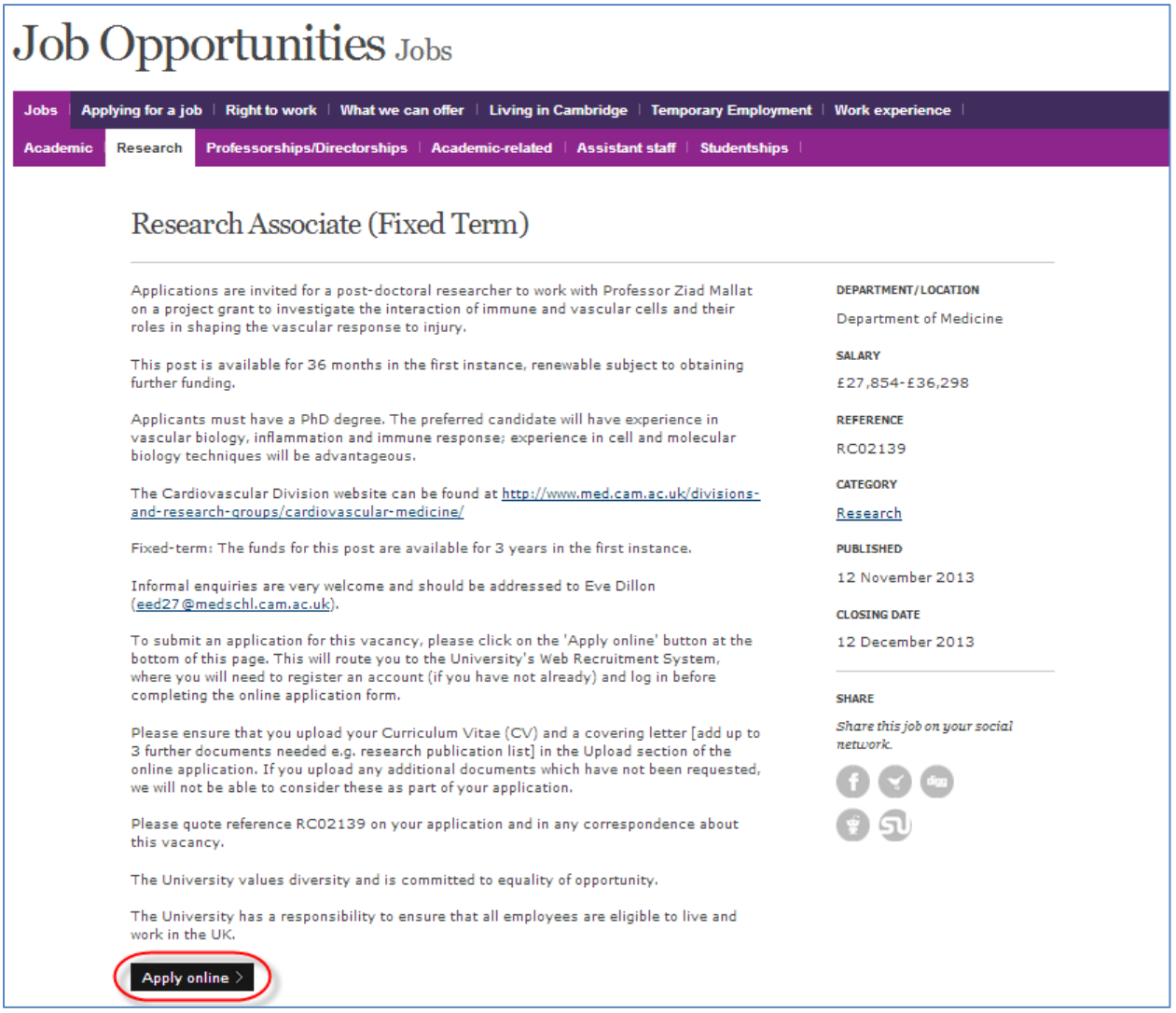
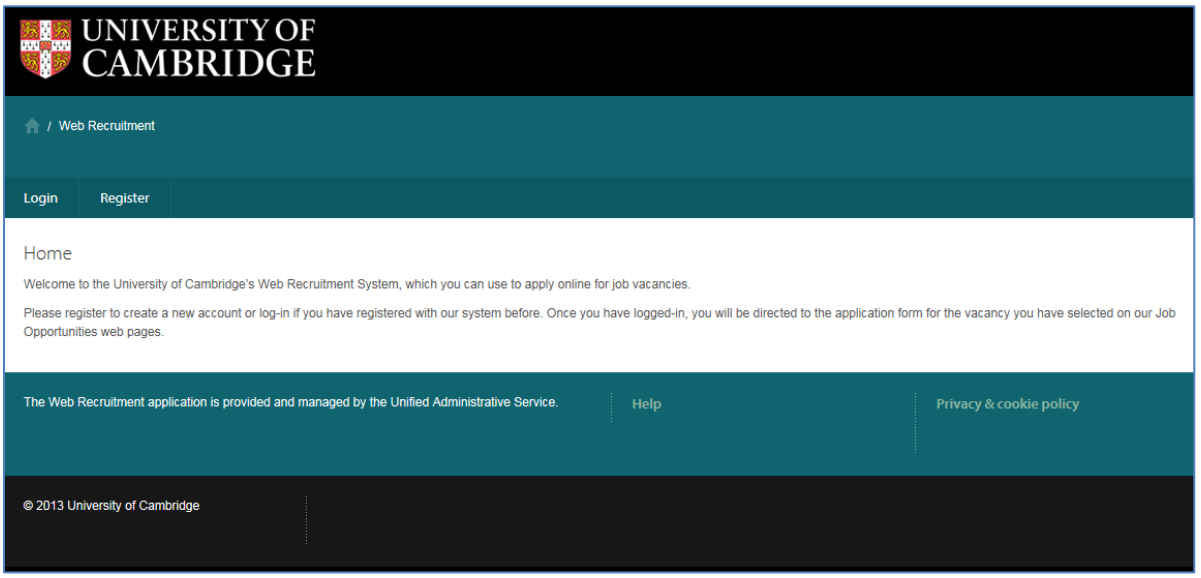
2. Overview of the applicant process

When a job has been selected for online applications in new RAS, an Apply button will appear automatically on the University Job Opportunities advert. In addition, a link to the Job Opportunities advert will be inserted automatically into adverts placed in external media, along with wording instructing applicants how to apply.


Job Opportunities Jobs
Jobs | Applying for a job | Right to work | What we can offer | Living in Cambridge | Temporary Employment | Work experience |
Academic | Research | Professorships/Directorships | Academic-related | Assistant staff | Studentships |
Research Associate (Fixed Term)
Applications are invited for a post-doctoral researcher to work with Professor Ziad Mallat on a project grant to investigate the interaction of immune and vascular cells and their roles in shaping the vascular response to injury.
This post is available for 36 months in the first instance, renewable subject to obtaining further funding.
Applicants must have a PhD degree. The preferred candidate will have experience in vascular biology, inflammation and immune response; experience in cell and molecular biology techniques will be advantageous.
The Cardiovascular Division website can be found at http://www.med.cam.ac.uk/divisions-and-research-groups/cardiovascular-medicine/
Fixed-term: The funds for this post are available for 3 years in the first instance.
Informal enquiries are very welcome and should be addressed to Eve Dillon (eed27@medschl.cam.ac.uk).
To submit an application for this vacancy, please click on the 'Apply online' button at the bottom of this page. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.
Please ensure that you upload your Curriculum Vitae (CV) and a covering letter [add up to 3 further documents needed e.g. research publication list] in the Upload section of the online application. If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.
Please quote reference RC02139 on your application and in any correspondence about this vacancy.
The University values diversity and is committed to equality of opportunity.
The University has a responsibility to ensure that all employees are eligible to live and work in the UK.
Apply online
DEPARTMENT/LOCATION
Department of Medicine
SALARY
£27,854-£36,298
REFERENCE
RC02139
CATEGORY
Research
PUBLISHED
12 November 2013
CLOSING DATE
12 December 2013
SHARE
Share this job on your social network.

When an applicant clicks on the Apply online link, they will be taken to the following screen where they can register or, if they have applied before, they can log back into their account.


UNIVERSITY OF CAMBRIDGE
/ Web Recruitment
Login
Register
Home
Welcome to the University of Cambridge's Web Recruitment System, which you can use to apply online for job vacancies.
Please register to create a new account or log-in if you have registered with our system before. Once you have logged-in, you will be directed to the application form for the vacancy you have selected on our Job Opportunities web pages.
The Web Recruitment application is provided and managed by the Unified Administrative Service.
Help
Privacy & cookie policy
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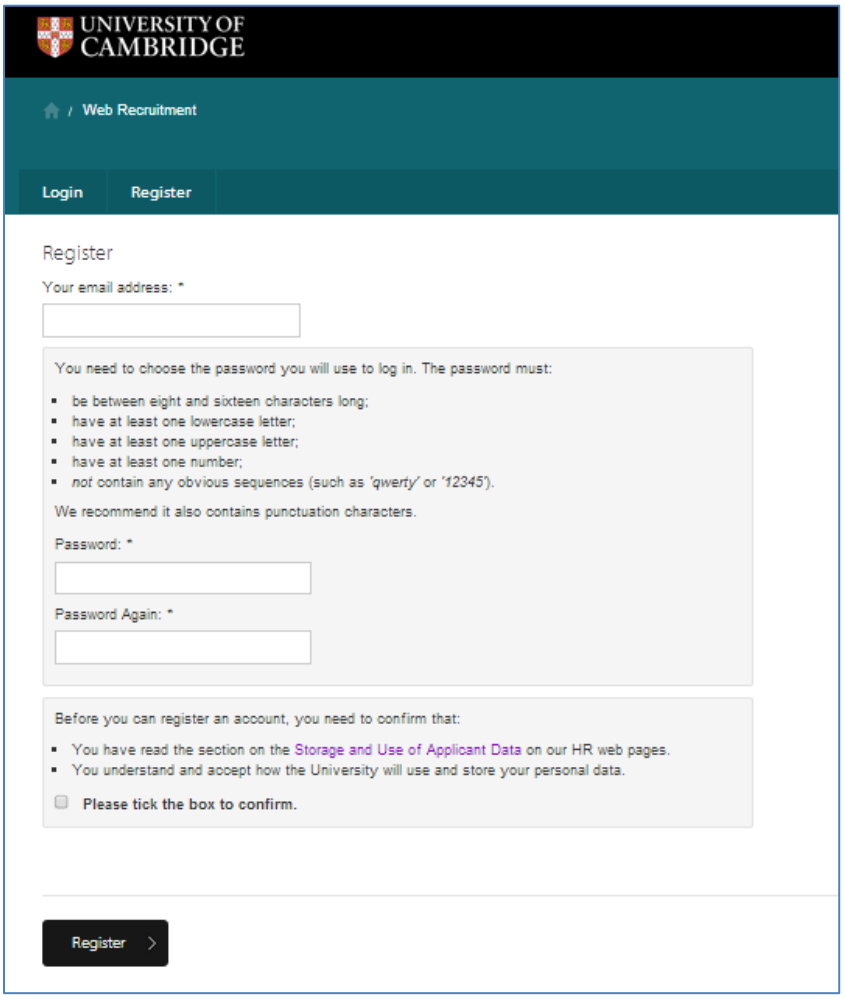
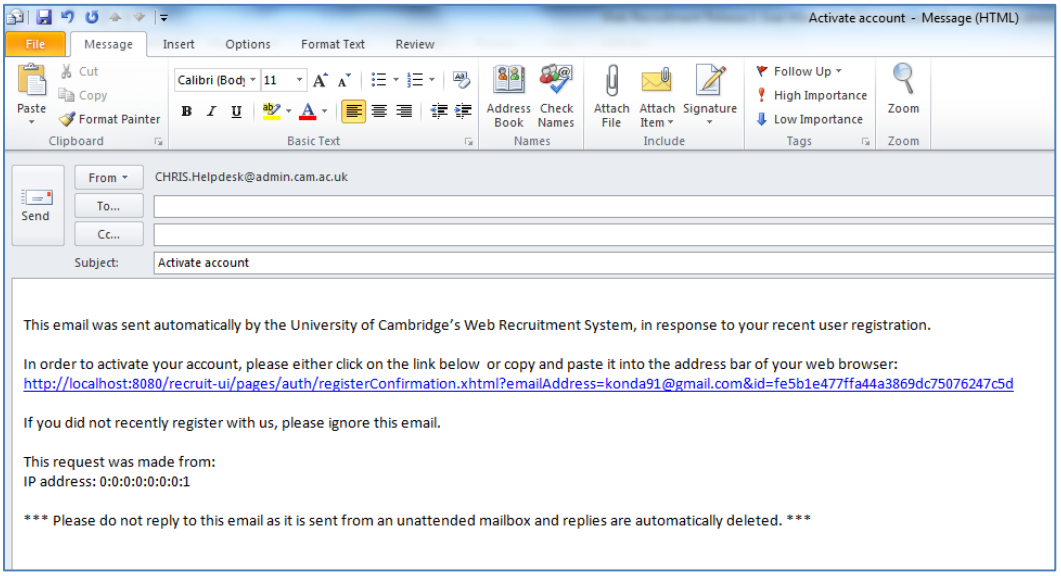
The applicant will be asked to enter a minimal amount of information to register, as follows:


UNIVERSITY OF CAMBRIDGE
/ Web Recruitment
Login
Register
Register
Your email address: *
You need to choose the password you will use to log in. The password must:
be between eight and sixteen characters long;
have at least one lowercase letter;
have at least one uppercase letter;
have at least one number;
not contain any obvious sequences (such as 'qwerty' or '12345').
We recommend it also contains punctuation characters.
Password: *
Password Again: *
Before you can register an account, you need to confirm that:
You have read the section on the Storage and Use of Applicant Data on our HR web pages.
You understand and accept how the University will use and store your personal data.
Please tick the box to confirm.
Register

When registering for the first time the user will be sent an e-mail with a link they will need to use to activate their account:



Once the applicant has registered and activated their account, they will be presented with the correct application form (featuring any additional sections for DBS and security checks, if required) for the vacancy. They will then be able to complete their application online. For vacancies using the CHRIS/6 form, it will be possible for applicants to upload a CV, covering letter and up to 3 other documents you have specified as being required in the advert and/or HR7 Further Information document (5 documents in total).

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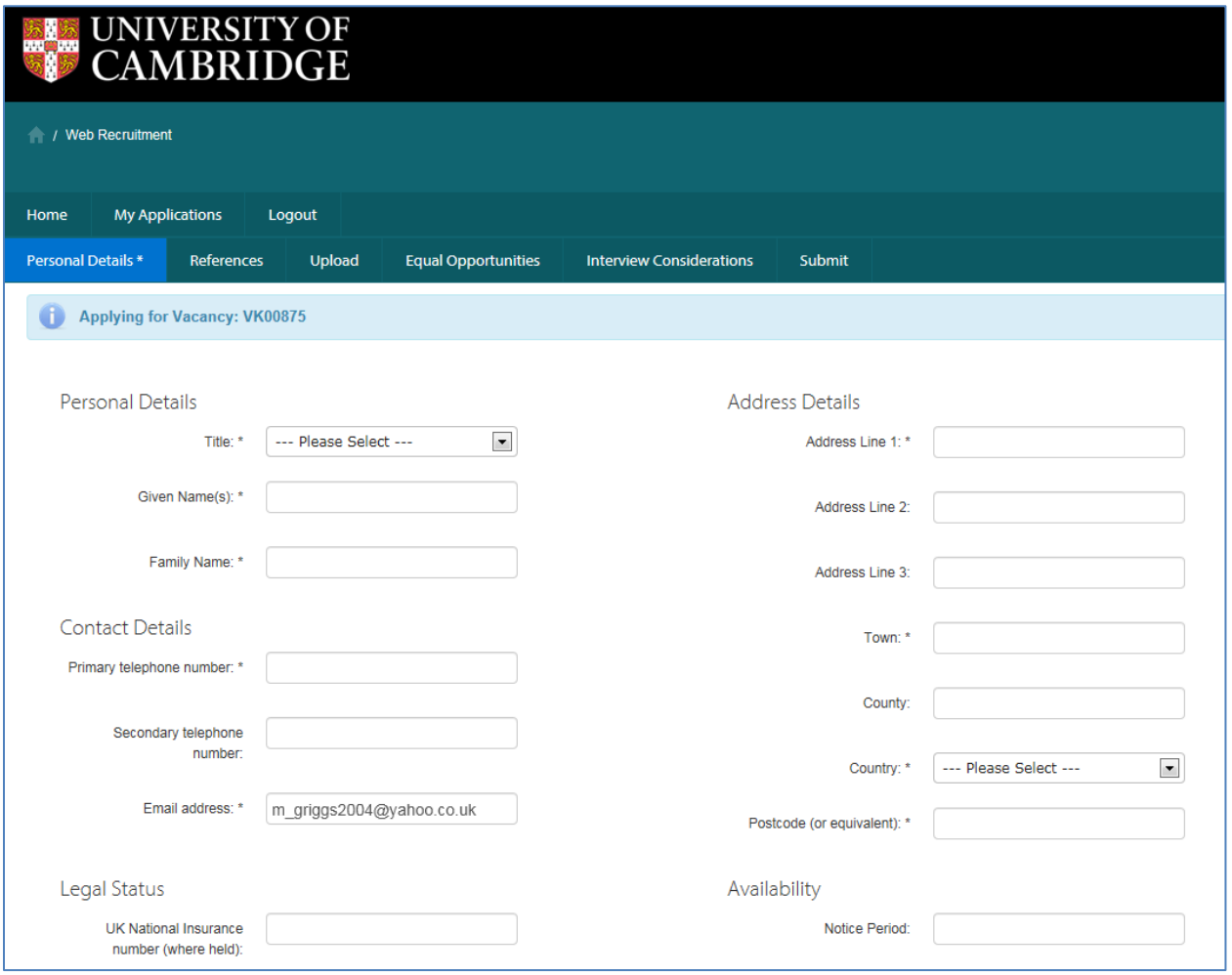
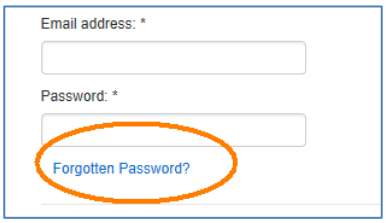


Note: If the applicant forgets their password at any point then they can request a password reset using the Forgotten Password Link:



Applicants are unable to amend their application form once they have submitted it. This is made very clear to them within the form itself and in the Applicant Guidance. They are advised to postpone submission of their application until nearer to the closing date if they are expecting information within it to change before then. Applicants are advised to contact the relevant department/institution contact directly if they wish to notify us of a factual change such as a new name or address.

Applicant guidance and FAQs are available for the applicant should they need extra help or support using the online application. Contact details are also shown so that the applicant can

report technical difficulties; applicants are requested to contact the relevant department/institution for questions about the vacancy itself.

For the first six months of the system's operation, the applicant is also invited to take part in a survey at the end of the process to give feedback on their experience of the Web Recruitment System. The results will be monitored by the central HR teams and used to assess future system and policy changes.

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3. Logging in to view applications received

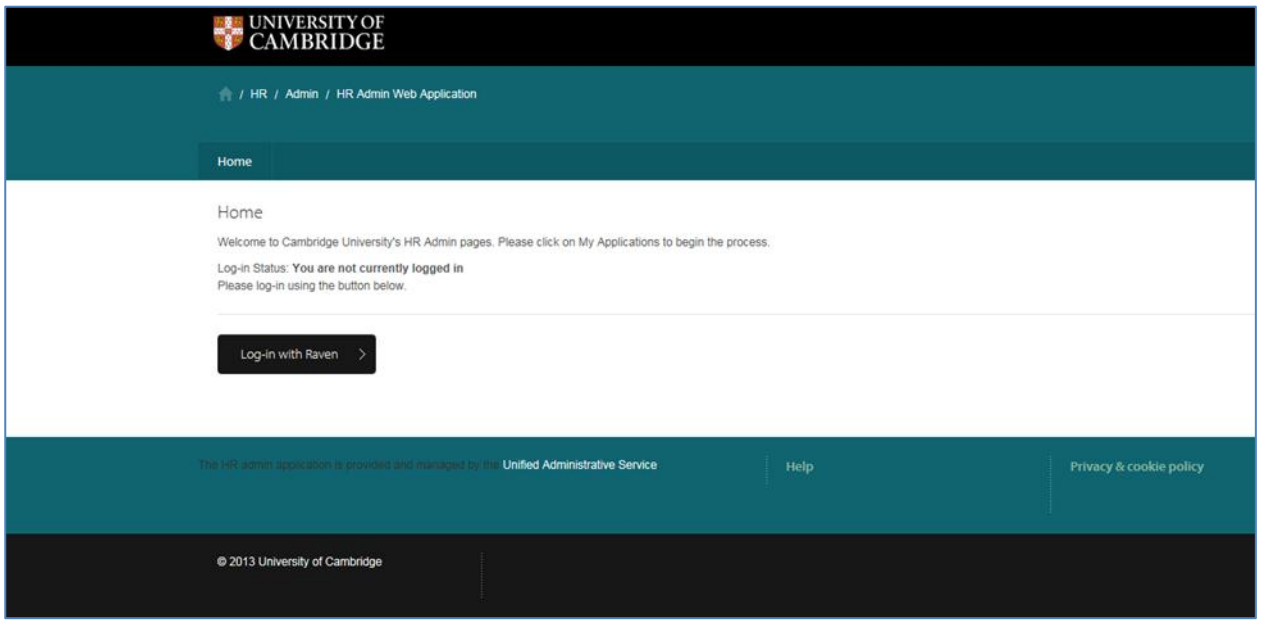
Use your Internet Browser to go to **https://hrsystems.admin.cam.ac.uk/hr-admin-ui/**

Tip: For future use, you may like to add the above link to your **favourites** in your browser or create a **shortcut** on your desktop.

Tip: The system can also be found on the HR Systems Landing pages at:

http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-only/index.shtml

1. The screen below will be displayed. Click on the link **Log-in with Raven** button to access the system.


UNIVERSITY OF CAMBRIDGE
/ HR / Admin / HR Admin Web Application
Home
Home
Welcome to Cambridge University's HR Admin pages. Please click on My Applications to begin the process.
Log-in Status: You are not currently logged in
Please log-in using the button below.
Log-in with Raven
Unified Administrative Service
Help
Privacy & cookie policy
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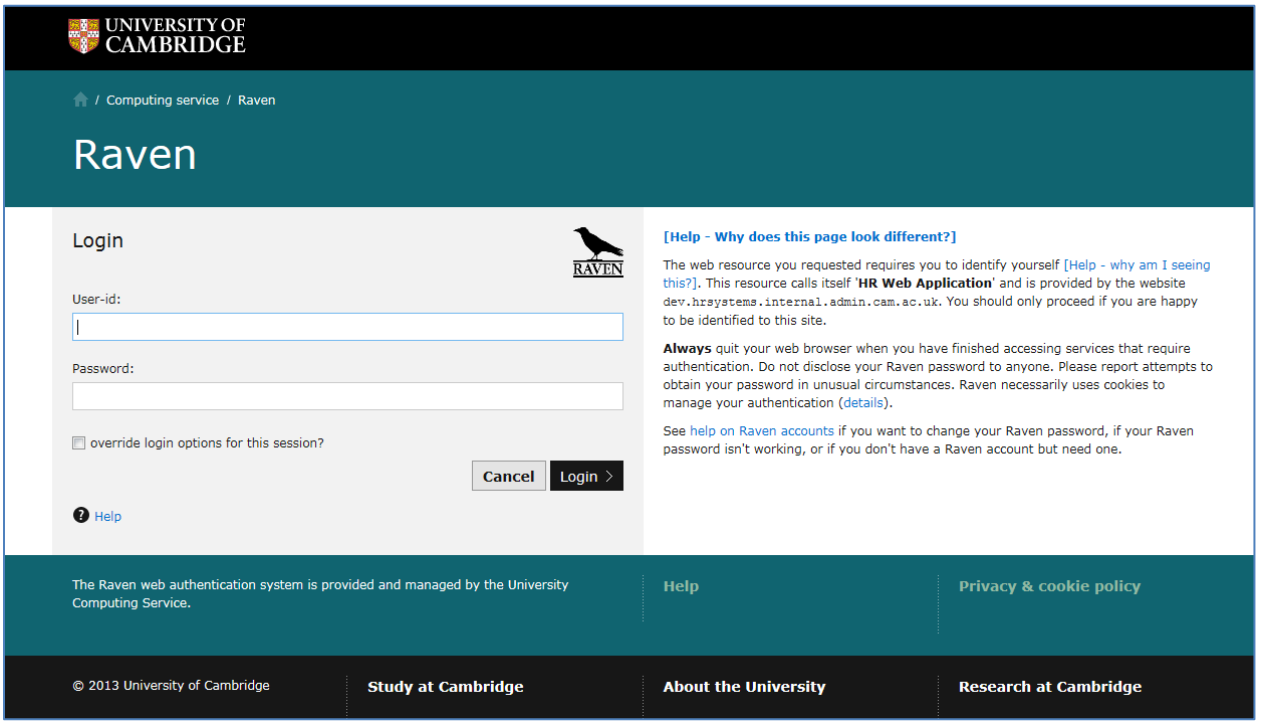
2. Enter your Raven User-id and password.


UNIVERSITY OF CAMBRIDGE
/ Computing service / Raven
Raven
Login
RAVEN
User-id:
Password:
override login options for this session?
Cancel
Login
Help
[Help - Why does this page look different?]
The web resource you requested requires you to identify yourself [Help - why am I seeing this?]. This resource calls itself 'HR Web Application' and is provided by the website dev.hrsystems.internal.admin.cam.ac.uk. You should only proceed if you are happy to be identified to this site.
Always quit your web browser when you have finished accessing services that require authentication. Do not disclose your Raven password to anyone. Please report attempts to obtain your password in unusual circumstances. Raven necessarily uses cookies to manage your authentication (details).
See help on Raven accounts if you want to change your Raven password, if your Raven password isn't working, or if you don't have a Raven account but need one.
The Raven web authentication system is provided and managed by the University Computing Service.
Help
Privacy & cookie policy
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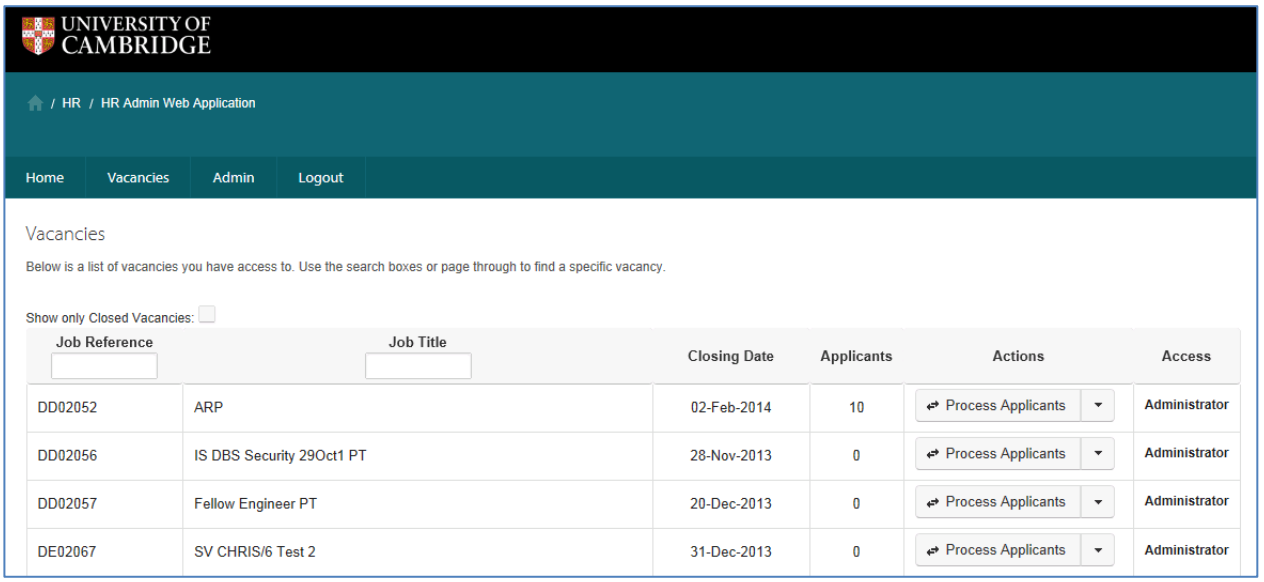
Study at Cambridge
About the University
Research at Cambridge

The system will then use your Raven ID to identify which vacancies should be displayed to you.


UNIVERSITY OF CAMBRIDGE
/ HR / HR Admin Web Application
Home
Vacancies
Admin
Logout
Vacancies
Below is a list of vacancies you have access to. Use the search boxes or page through to find a specific vacancy.
Show only Closed Vacancies:
Job Reference
Job Title
Closing Date
Applicants
Actions
Access
DD02052 ARP 02-Feb-2014 10 Process Applicants Administrator
DD02056 IS DBS Security 29Oct1 PT 28-Nov-2013 0 Process Applicants Administrator
DD02057 Fellow Engineer PT 20-Dec-2013 0 Process Applicants Administrator
DE02067 SV CHRIS/6 Test 2 31-Dec-2013 0 Process Applicants Administrator

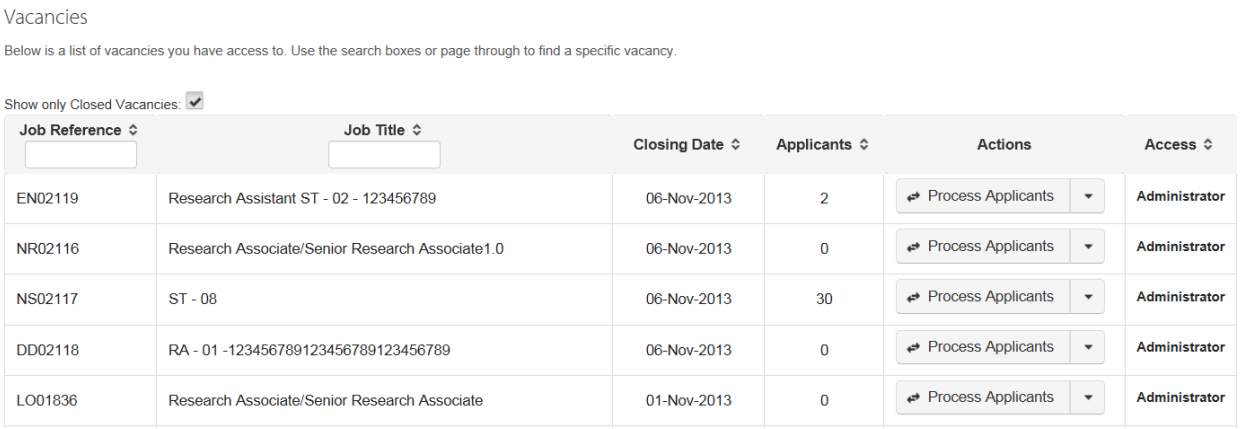
2. Managing vacancies and applicants

2.1 Introduction

If you were listed in the new RAS system as the recruiter for the vacancy then, initially, you will be the only person with the ability to access that vacancy. You will have 'Administrator' permission, which means that you can view and process applications.

Additional access of different levels can be added using the **Manage Permissions** button. See the section on this topic for more details.

The vacancy list displays all the vacancies to which you have any form of access rights.


Vacancies

Below is a list of vacancies you have access to. Use the search boxes or page through to find a specific vacancy.

Show only Closed Vacancies:

Job Reference	Job Title	Closing Date	Applicants	Actions	Access
EN02119	Research Assistant ST - 02 - 123456789	06-Nov-2013	2	Process Applicants	Administrator
NR02116	Research Associate/Senior Research Associate1.0	06-Nov-2013	0	Process Applicants	Administrator
NS02117	ST - 08	06-Nov-2013	30	Process Applicants	Administrator
DD02118	RA - 01 -12345678912345678912345678 9	06-Nov-2013	0	Process Applicants	Administrator
LO01836	Research Associate/Senior Research Associate	01-Nov-2013	0	Process Applicants	Administrator

Only live vacancies (meaning those where the closing date has passed) are listed by default and these are shown in order of closing date, with the latest closing first. However, you can deselect the **Show only closed vacancies** filter.

To look at the history of filled vacancies (for example, to review the recruitment process the last time the job was advertised) then you can use the **Job Reference** and **Job Title** search boxes, or sort your vacancies based on **Closing Date**.

Note: Unsuccessful candidate data older than 12 months will be deleted from the system automatically, except where the successful candidate requires a Certificate of Sponsorship as UK Visas and Immigration requires us to retain recruitment documents until a compliance officer has examined and approved them. Anonymised candidate information will also be retained for the purposes of equal opportunities trend analysis. Further information on this will be provided in future releases of the Web Recruitment System.

Once you have identified the vacancy you wish to view/manage, there are then there are five options available to you:

- Process the applications for the vacancy;
- Add details of a new applicant (who has not applied online) to the vacancy;
- View/add notes to the vacancy;
- Manage permissions so that additional people can access the vacancy;
- Add attachments to the vacancy; and

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- View a copy of the advert for the vacancy.

2.2 Adding an applicant to a vacancy

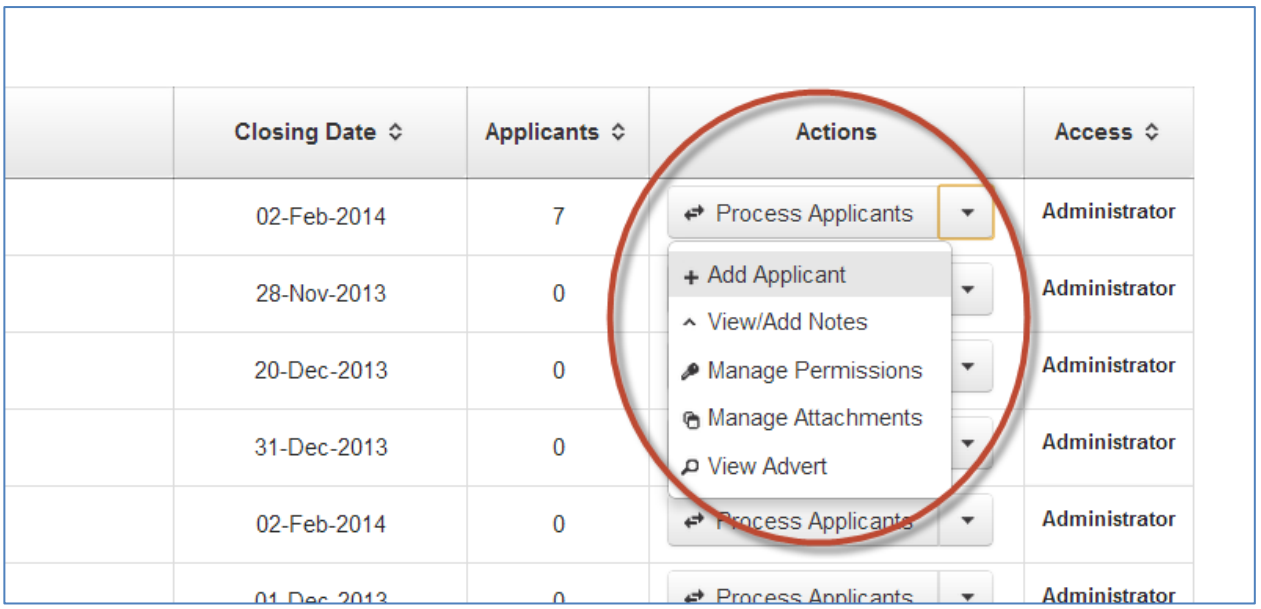
In certain circumstances, an applicant may be unable to apply online (for example, because they have a disability which means that they cannot use our system).

Where this is the case, applicants are instructed to contact the relevant department/institution to request the application form in a medium that they can use. Whilst the Web Recruitment System is in the process of being implemented across the University, electronic copies of the CHRIS/5 and CHRIS/6 forms will still be available on the HR web pages at http://www.admin.cam.ac.uk/offices/hr/forms/. Information on providing application forms in alternative formats is found at http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/planning/application.html#formats.

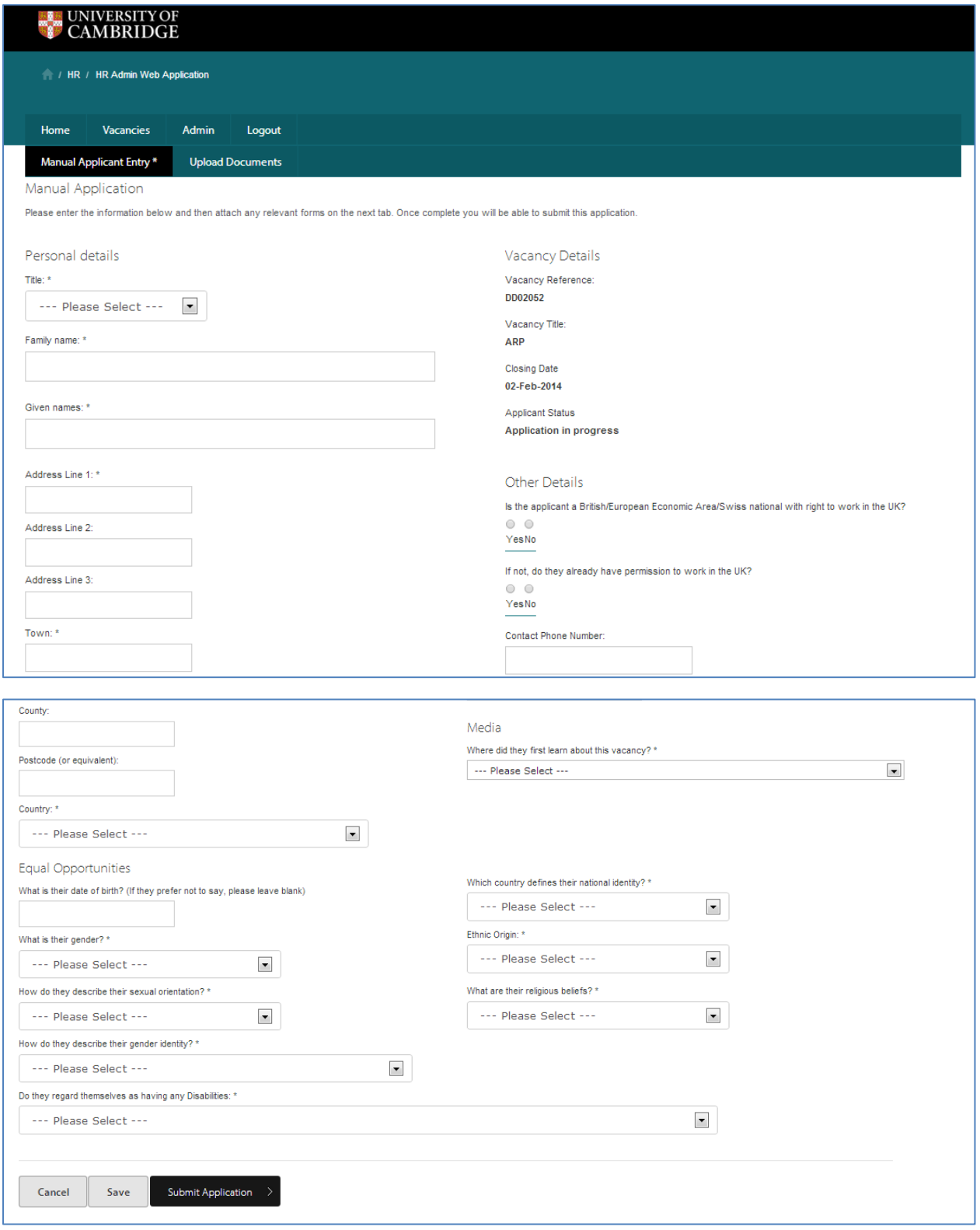
Once a non-online (manual) application has been submitted to you, basic details about the applicant can be entered onto the Web Recruitment System and attachments uploaded (such as a PDF scan of the application). This ensures that all of your applicant information is stored in one place, that personal details about the applicant can be transferred into the CHRIS Recruitment Module at a later date (if they are successful) and that the University has complete equal opportunities data.

To record an applicant who has not applied online:

1. Select the vacancy to which you would like to add an applicant. Click the drop down menu on the **Process Applicants** button then click on **Add Applicant**.



The following screen will be displayed:

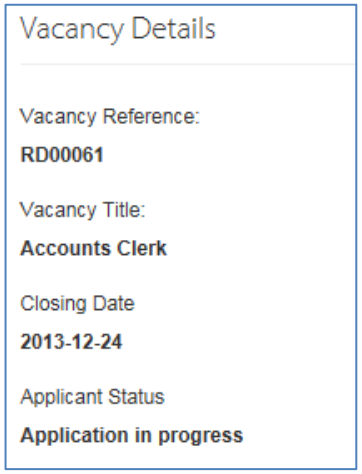

UNIVERSITY OF CAMBRIDGE
/ HR / HR Admin Web Application
Home
Vacancies
Admin
Logout
Manual Applicant Entry *
Upload Documents
Manual Application
Please enter the information below and then attach any relevant forms on the next tab. Once complete you will be able to submit this application.
Personal details
Title: *
--- Please Select ---
Family name: *
Given names: *
Address Line 1: *
Address Line 2:
Address Line 3:
Town: *
Vacancy Details
Vacancy Reference:
DD02052
Vacancy Title:
ARP
Closing Date
02-Feb-2014
Applicant Status
Application in progress
Other Details
Is the applicant a British/European Economic Area/Swiss national with right to work in the UK?
Yes No
If not, do they already have permission to work in the UK?
Yes No
Contact Phone Number:
County:
Postcode (or equivalent):
Country: *
--- Please Select ---
Media
Where did they first learn about this vacancy? *
--- Please Select ---
Equal Opportunities
What is their date of birth? (If they prefer not to say, please leave blank)
What is their gender? *
--- Please Select ---
How do they describe their sexual orientation? *
--- Please Select ---
How do they describe their gender identity? *
--- Please Select ---
Do they regard themselves as having any Disabilities: *
--- Please Select ---
Which country defines their national identity? *
--- Please Select ---
Ethnic Origin: *
--- Please Select ---
What are their religious beliefs? *
--- Please Select ---
Cancel
Save
Submit Application

This screen is based upon the details needed for successful applicants in the CHRIS Recruitment Module and has two tabs.

1. The first tab**, Manual Applicant Entry**, allows you to enter a minimum amount of essential

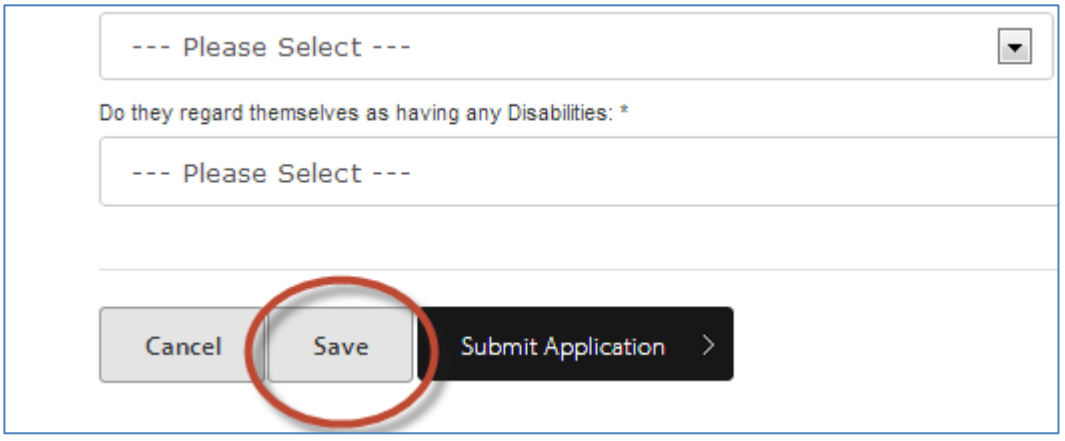
information about the applicant. This includes details such as title, name, address, right to work status and equal opportunities information.

2. The screen shows the vacancy details on the right hand side.

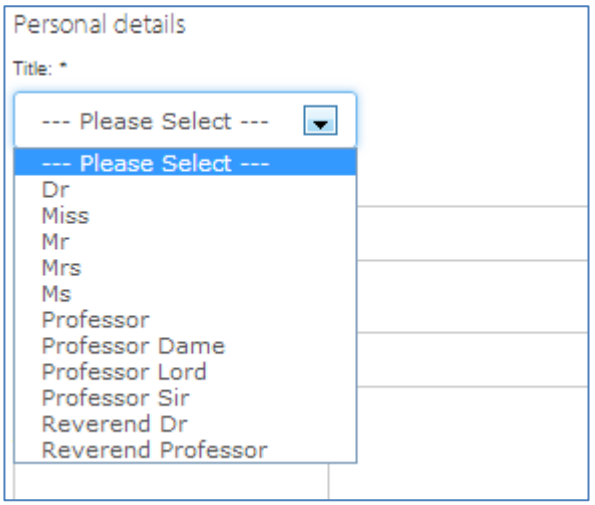


Please check that you are editing the correct vacancy.

Tip: At any point during the process, you can click on the Save button to save the details entered so far and then return to the form later.

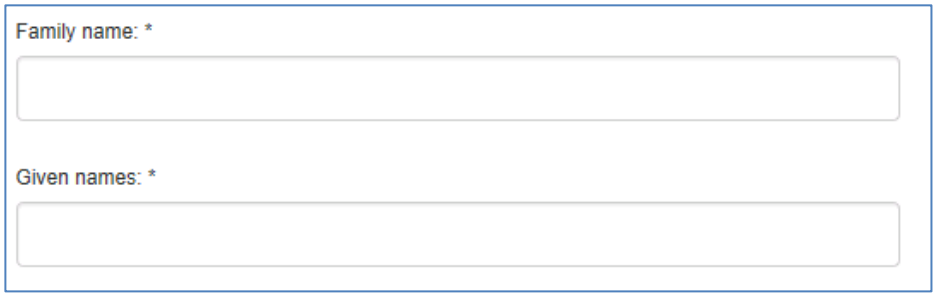


3. Select the title for the applicant from the drop down list.



This list is a subset of the titles that are acceptable within the CHRIS system. Choose the value that most closely corresponds to the details provided by the applicant.

4. Enter the applicant's family name and forename. These fields are free format text fields.



5. Enter the address details for the applicant. A number of the fields (such as town and country) are mandatory.

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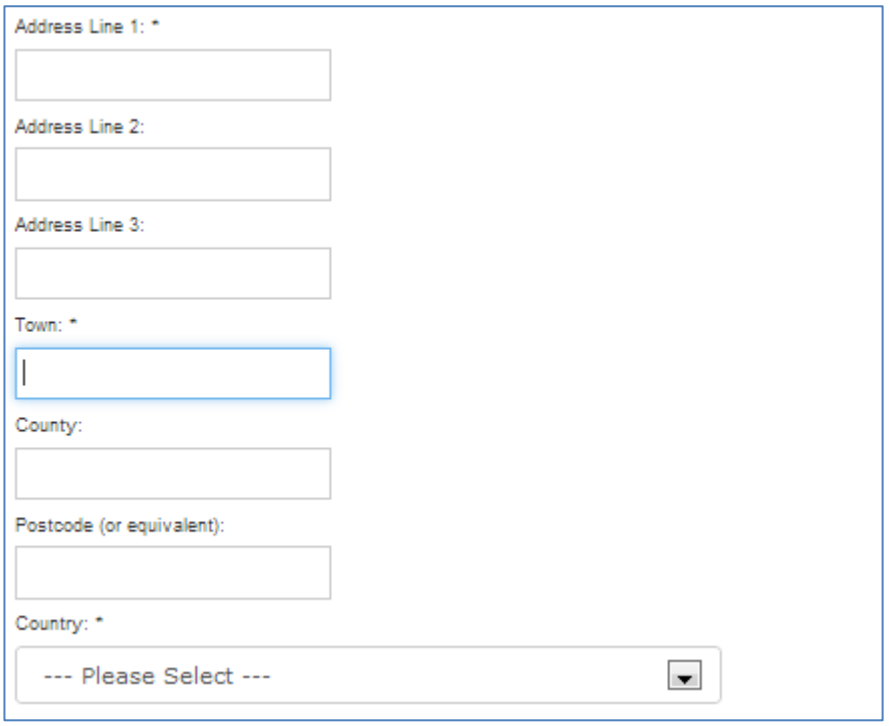
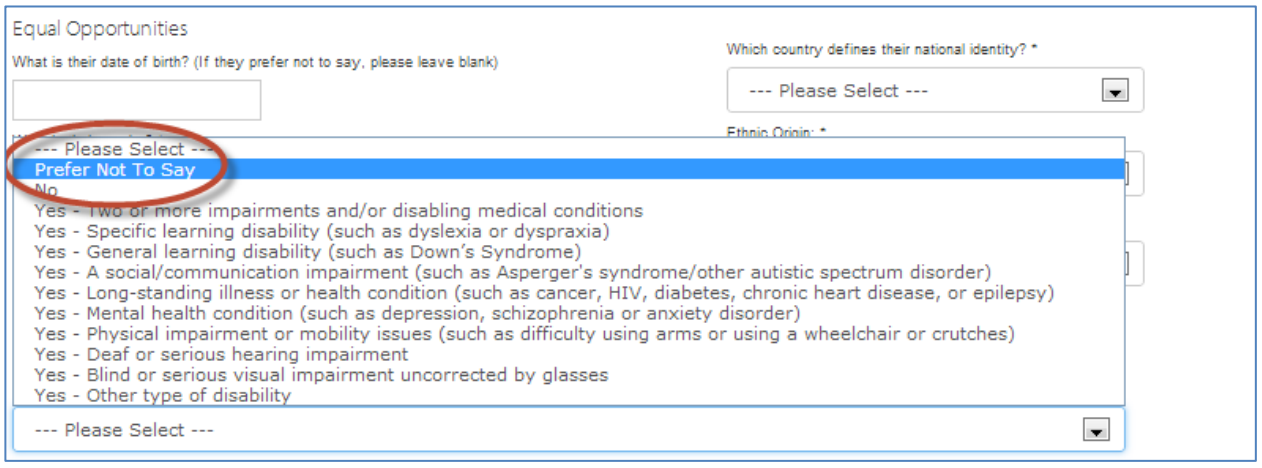


6. Enter the remaining details for the applicant, including right to work details, contact details and equality and diversity information.


Equal Opportunities
What is their date of birth? (If they prefer not to say, please leave blank)
Which country defines their national identity? *
--- Please Select ---
--- Please Select ---
Prefer Not To Say
No
Yes - Two or more impairments and/or disabling medical conditions
Yes - Specific learning disability (such as dyslexia or dyspraxia)
Yes - General learning disability (such as Down's Syndrome)
Yes - A social/communication impairment (such as Asperger's syndrome/other autistic spectrum disorder)
Yes - Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)
Yes - Mental health condition (such as depression, schizophrenia or anxiety disorder)
Yes - Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
Yes - Deaf or serious hearing impairment
Yes - Blind or serious visual impairment uncorrected by glasses
Yes - Other type of disability
--- Please Select ---

Note: The Equal Opportunities section is mandatory but there is a **Prefer not to say** option for each question. This should only be used if the applicant used this response or left a field blank (the downloadable CHRIS/5 and CHRIS/6 forms tell applicants that any blank response will be treated as Prefer not to say). Entering an accurate value is important for monitoring our Equal Opportunities policy and for meeting the University's obligation to provide the Higher Education Statistics Agency (HESA) with complete and accurate anonymised employee data.

7. Click on the Save button if you would like to save your work and go on to add an attachment, or

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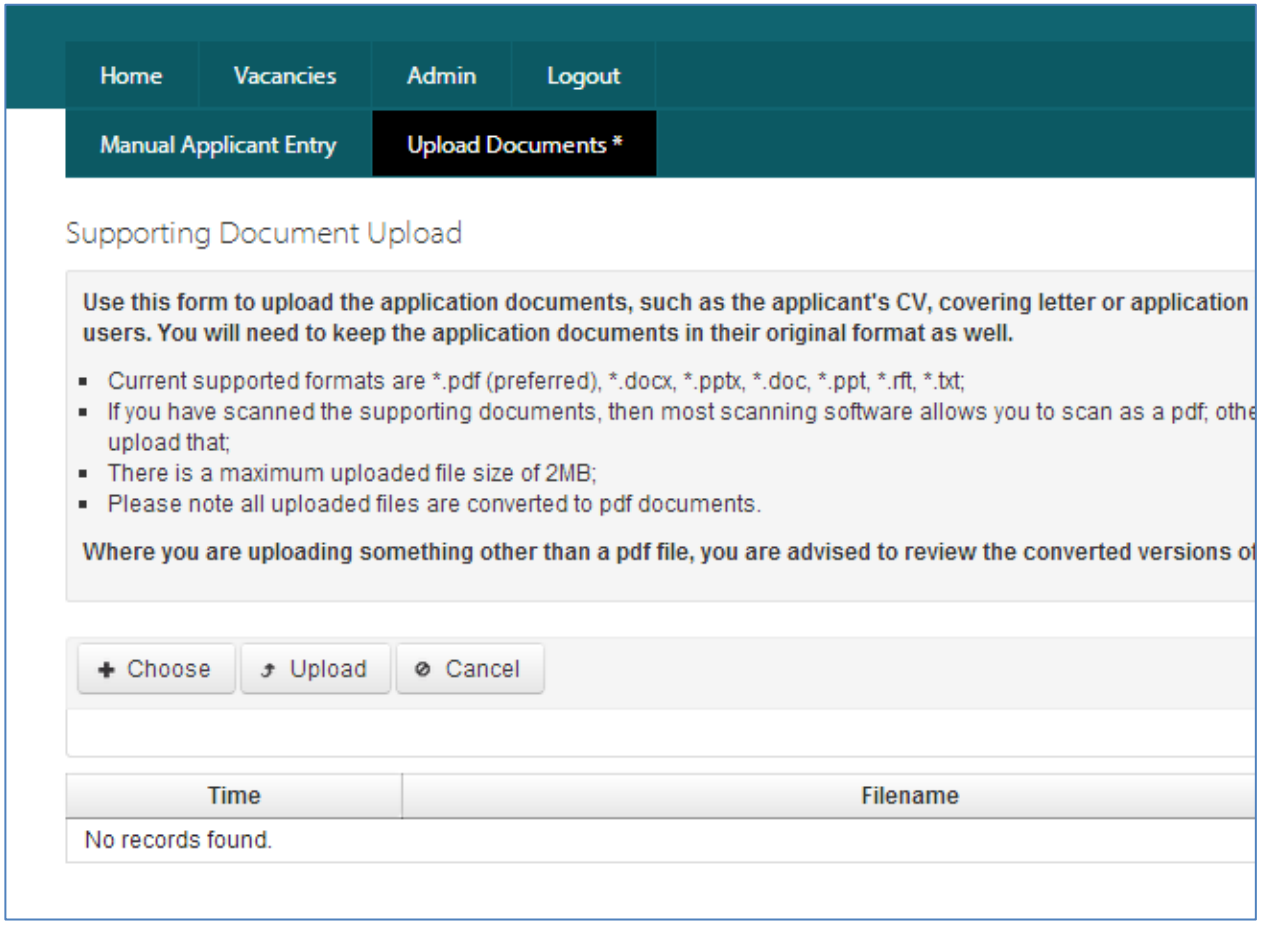
return to complete the applicant's details at a later time.

8. To upload attachments for an applicant, click on the second tab **'Upload documents'**. This tab allows you to upload an attachment for an applicant. If you have received a paper-based application then you can scan it and save it as a PDF for upload, or if you have received an application by email then you can save it and upload it.


Home
Vacancies
Admin
Logout
Manual Applicant Entry
Upload Documents *
Supporting Document Upload
Use this form to upload the application documents, such as the applicant's CV, covering letter or application
users. You will need to keep the application documents in their original format as well.
Current supported formats are *.pdf (preferred), *.docx, *.pptx, *.doc, *.ppt, *.rft, *.txt;
If you have scanned the supporting documents, then most scanning software allows you to scan as a pdf; othe
upload that;
There is a maximum uploaded file size of 2MB;
Please note all uploaded files are converted to pdf documents.
Where you are uploading something other than a pdf file, you are advised to review the converted versions of
Choose
Upload
Cancel
Time
Filename
No records found.

You can upload documents in any of the following file formats:

- Pdf
- Doc and Docx (Microsoft Word Format)
- Generic Rtf
- Txt
- Ppt and Pptx (Microsoft Power Point)

Note: It is highly recommended that PDFs are uploaded wherever possible. A maximum limit of 2MB is permitted per file with a limit of five files per application. Limits are set because there is a limit to the size of attachments that can be sent via email. Appointing Boards or Appointments Committees may need to be emailed an applicant pack (including all applications and their attachments) and so we have to set limits to uploaded documents to facilitate this process.

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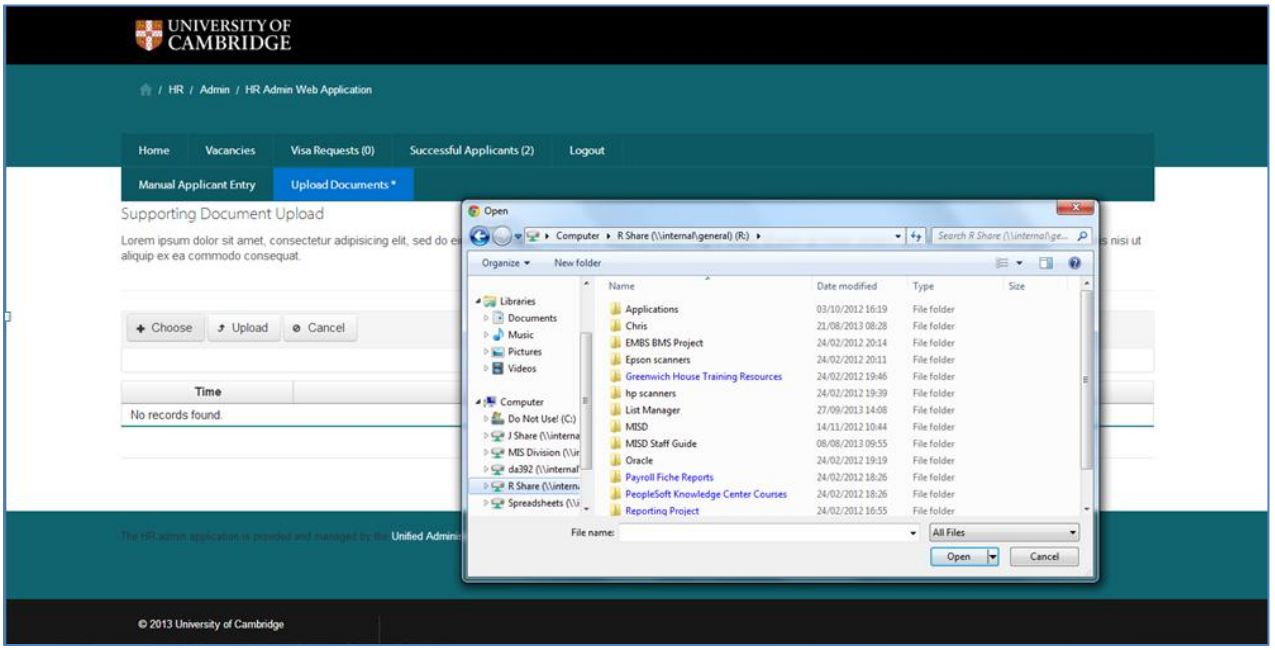
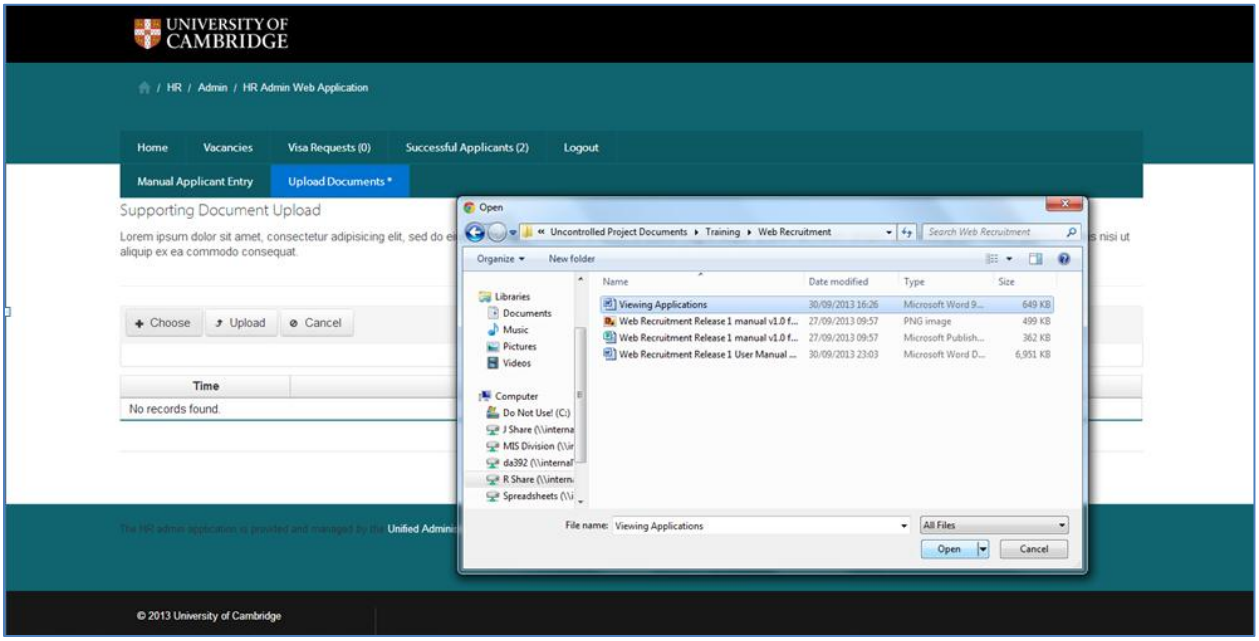
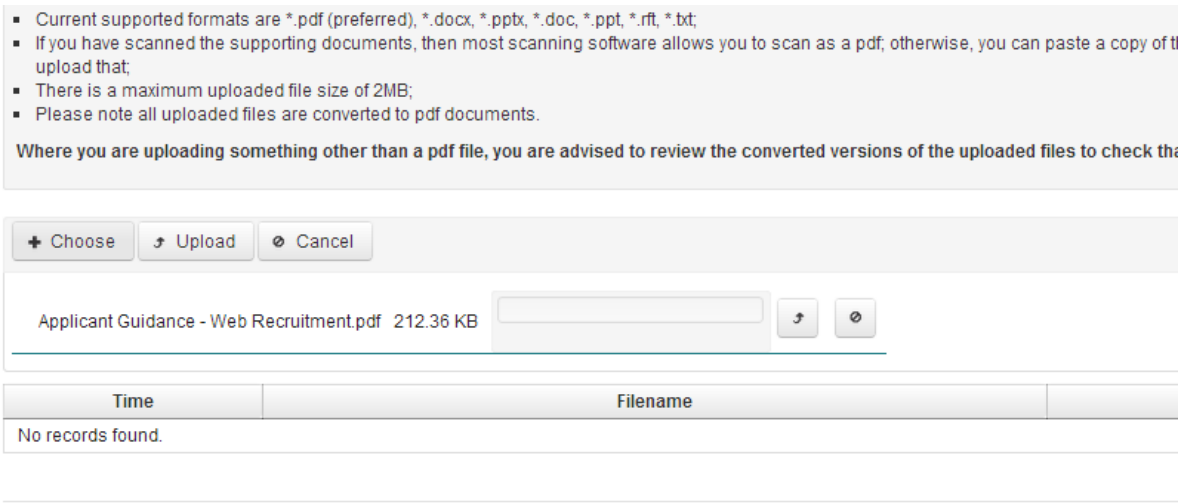
To upload a document, click on the **Choose** button.



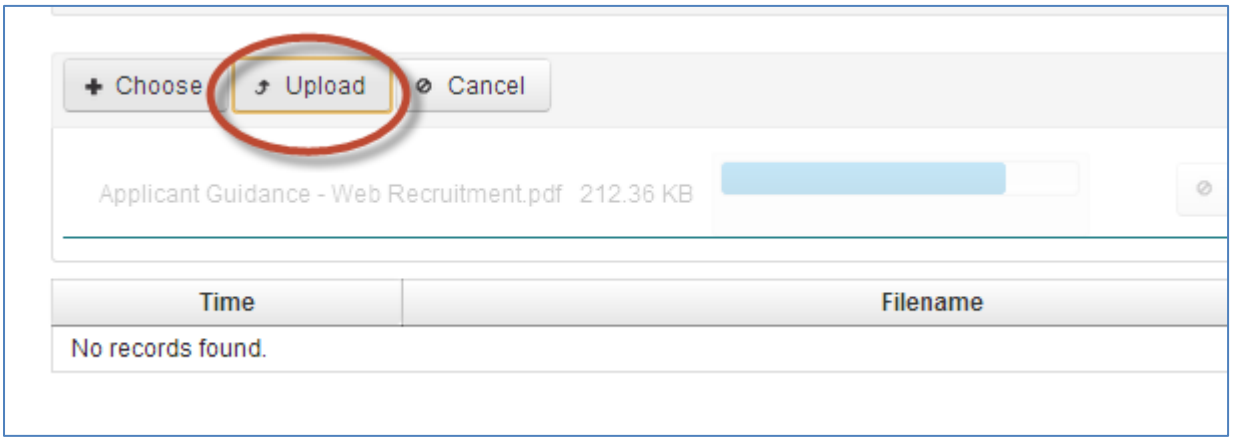
Navigate to the correct location in your file directory and select the file that you wish to upload before clicking on **Open**.



The filename should now appear underneath the **Choose**, **Upload** and **Cancel** buttons.


Current supported formats are *.pdf (preferred), *.docx, *.pptx, *.doc, *.ppt, *.rft, *.txt;
If you have scanned the supporting documents, then most scanning software allows you to scan as a pdf; otherwise, you can paste a copy of t
upload that;
There is a maximum uploaded file size of 2MB;
Please note all uploaded files are converted to pdf documents.
Where you are uploading something other than a pdf file, you are advised to review the converted versions of the uploaded files to check tha
Choose
Upload
Cancel
Applicant Guidance - Web Recruitment.pdf 212.36 KB
Time
Filename
No records found.

If you have chosen the correct document to upload, you should now click on **Upload** to start the upload process.



On completion of the upload, your document will appear in the bottom field of the page.

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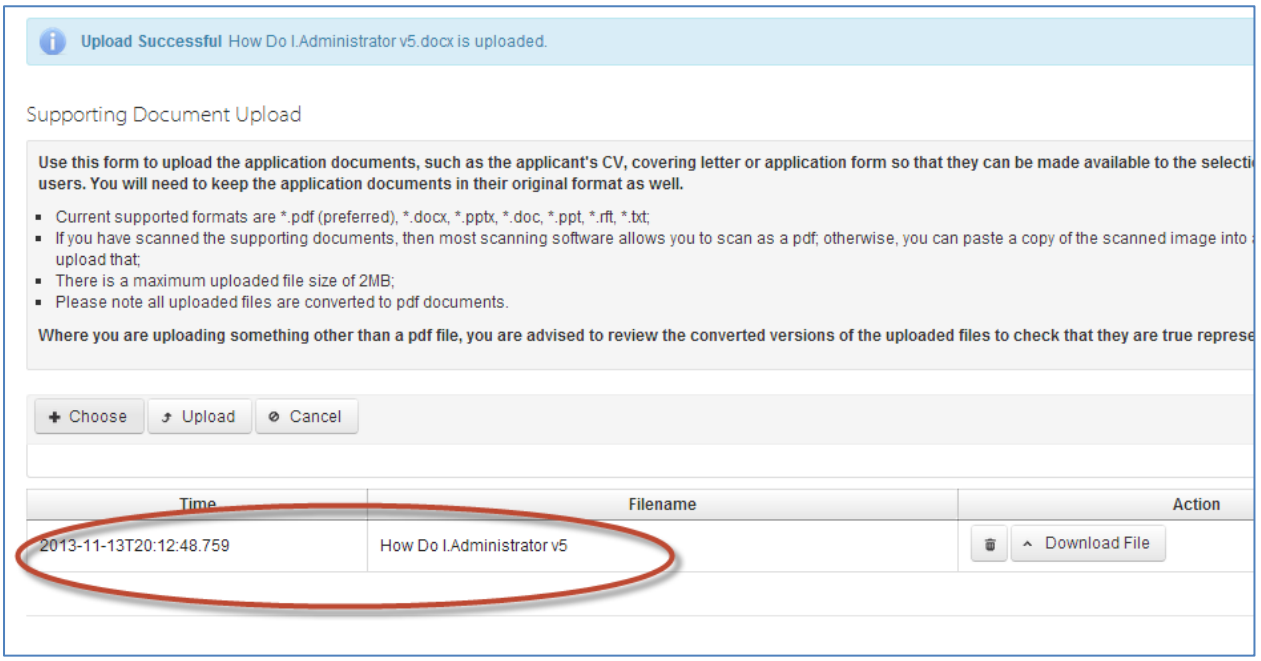

Upload Successful How Do I.Administrator v5.docx is uploaded.
Supporting Document Upload
Use this form to upload the application documents, such as the applicant's CV, covering letter or application form so that they can be made available to the selecti
users. You will need to keep the application documents in their original format as well.
Current supported formats are *.pdf (preferred), *.docx, *.pptx, *.doc, *.ppt, *.rft, *.txt;
If you have scanned the supporting documents, then most scanning software allows you to scan as a pdf; otherwise, you can paste a copy of the scanned image into
upload that;
There is a maximum uploaded file size of 2MB;
Please note all uploaded files are converted to pdf documents.
Where you are uploading something other than a pdf file, you are advised to review the converted versions of the uploaded files to check that they are true represe
Choose
Upload
Cancel
Time
Filename
Action
2013-11-13T20:12:48.759
How Do I.Administrator v5
Download File

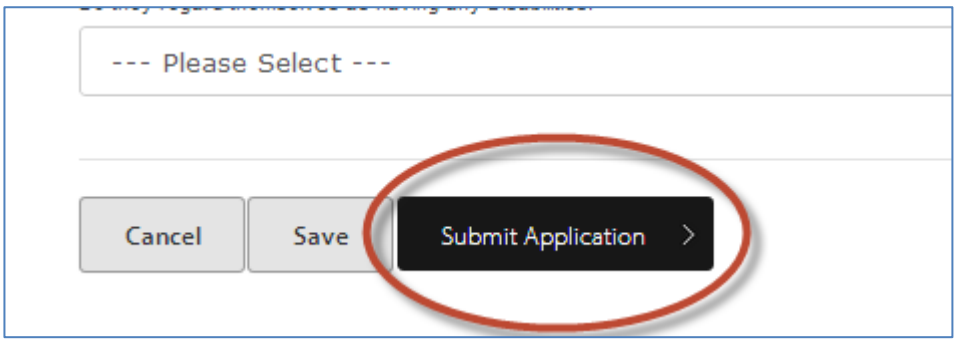
From here you can see the time and file name of your upload, and you can also delete or download a copy of the document.

To view the uploaded document, click on the **Download File** button in the **Action** field.

Your browser will prompt you to save or open the file.

Tip: If you have uploaded an incorrect document then click on the bin icon and the file will be deleted.

9. When you have entered details of the applicant and uploaded any attachments, return to the **Manual Applicant Entry** page and click on **Submit Application** to register the application against the vacancy.



The applicant should now appear under received applications when the Process button is selected next to the vacancy. The application will initially be given a status of received.

2.3 Giving others access to a vacancy

2.3.1 Introduction – Web Recruitment roles explained

The ability to access a vacancy in Web Recruitment is granted on a vacancy by vacancy basis.

Initially, when the vacancy is imported from RAS, there will be a single ADMIN user granted access automatically: the RAS user for the vacancy. This person will be responsible for assigning user roles to others as required. People with a raven password, such as people external to the University, cannot be granted system access. Any external members of appointing bodies will need to be emailed an application pack or provided with hard copies of (please see section on emailing an applicant pack for details).

There are three different user roles for a vacancy that you can assign to anyone with a raven password. These are:

Role	Available actions
READ:	Has the ability to: • View applications and see what stage and status they are. • View documents uploaded to the vacancy and applicant records.
WRITE:	Same as above plus: • Can change an applicant stage / status. • Can add notes to an application via the notes window (pending). • Can upload documentation to the vacancy and application.
ADMIN:	Same as above plus: • Can add a manual application. • Can transfer preferred applicant(s) into CHRIS. • Can give others access to the vacancy by assigning one of the three user roles to them. • Can view reasonable adjustments requested, in the Notes field for an applicant.

There are also three roles which can be applied to a user to give them system wide permissions. These access levels can only be granted by a SUPER-USER, normally the MISD systems administrator or the CHRIS Helpdesk and are designed for use by central HR teams and technical development and support.

Role	Available actions
SUPER-USER:	Has ADMIN level permission to all vacancies in the system.
READ-ONLY:	Has READ level permission to all vacancies in the system.
REPORTER:	Used by reporting system. Will have an associated list of organisational units on which they can report using Discoverer.

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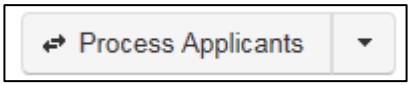
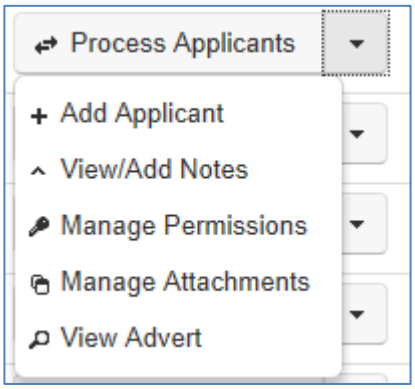
2.3.2 Assigning Access Rights

To grant other access to a vacancy you are administering:

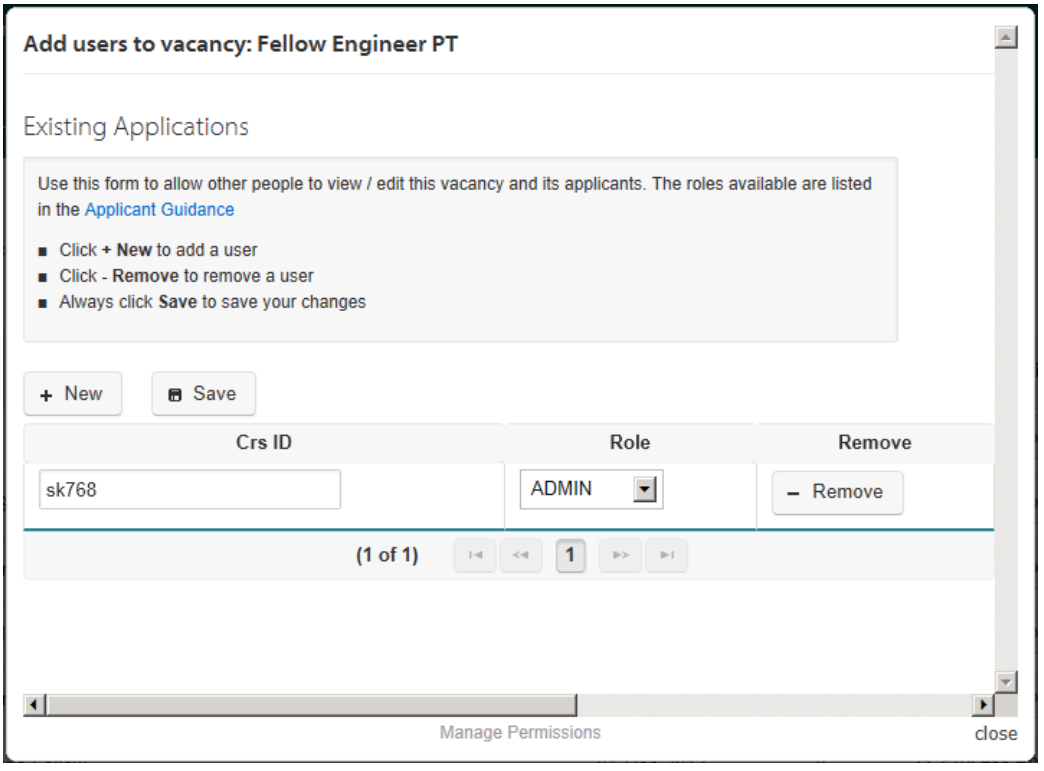
1. Click on the drop-down arrow on the right of the '**Process Applicants'** button next to the vacancy.



2. Select **Manage Permissions**.

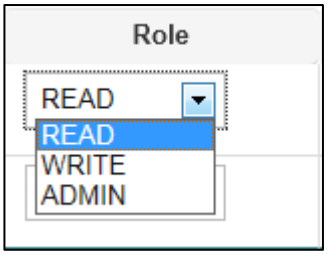


The following pop-up box will then be displayed.


Add users to vacancy: Fellow Engineer PT
Existing Applications
Use this form to allow other people to view / edit this vacancy and its applicants. The roles available are listed in the Applicant Guidance
Click + New to add a user
Click - Remove to remove a user
Always click Save to save your changes
+ New
Save
Crs ID
Role
Remove
sk768
ADMIN
Remove
(1 of 1)
1
Manage Permissions
close

3. Click on the **New** button and a new row will appear as shown below.

4. Add the CRS-ID (e.g. aa999) for the person you wish to give access to the vacancy and select a user role for the person:



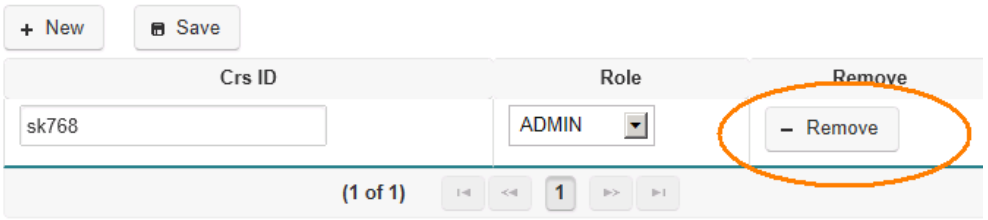
Roles within the Web Recruitment System are explained at the start of this section.

5. Click on **Save**, or click on the **New** button again to add an additional user.

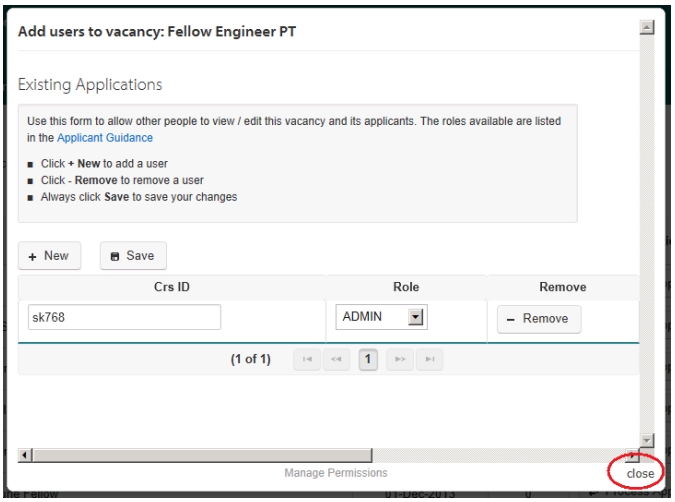
Note: The CRS-ID is not being checked for validity, so please ensure that it is accurate otherwise the person you have selected will not be able to see the vacancy in the Web Recruitment System.

Note: A single person may have mulpile CRS-IDs. You will need to ensure that you enter the id that the person wishes to use to log on to Web Recruitment.

Tip: If you have added someone incorrectly then just click on the **Remove** button to delete their access to this vacancy then click **Save**:



6. Once you have finished adding access rights then click on the **Close** button at the bottom right of the pop-up window.


Add users to vacancy: Fellow Engineer PT
Existing Applications
Use this form to allow other people to view / edit this vacancy and its applicants. The roles available are listed in the Applicant Guidance
Click + New to add a user
Click - Remove to remove a user
Always click Save to save your changes
+ New
Save
Crs ID
Role
Remove
sk768
ADMIN
– Remove
(1 of 1)
1
Manage Permissions
close

This will return you to the main vacancies screen.

2.4 Storing recruitment documents and notes against a vacancy

2.4.1 Uploading and storing vacancy documents

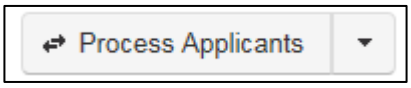
You may find it helpful to store documents relating to the recruitment process for a vacancy within the system so that you have everything saved in one place. For example, you may like to upload the following documents for a vacancy:

- HR7 Further Information template (http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr7/);
- HR6 Selection Criteria template (http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr6/);
- HR11 Selection Results Grid (http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr11/);
- HR15 Selection Process Schedule (http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr15/).

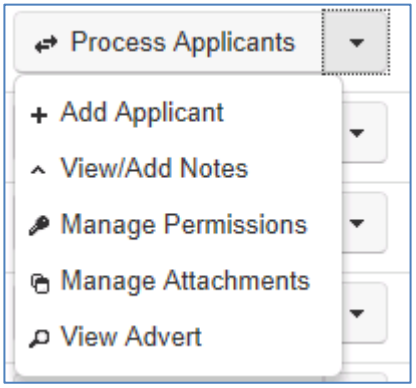
Please note: under Data Protection legislation, all applicants are entitled to make a subject access request to see all personal data held on them, including documentation from the recruitment process. Therefore, it is vital that any recruitment documentation stored within the system or elsewhere) contains appropriate information which demonstrates that a fair, objective process took place.

To upload such documents to a vacancy that you are administering:

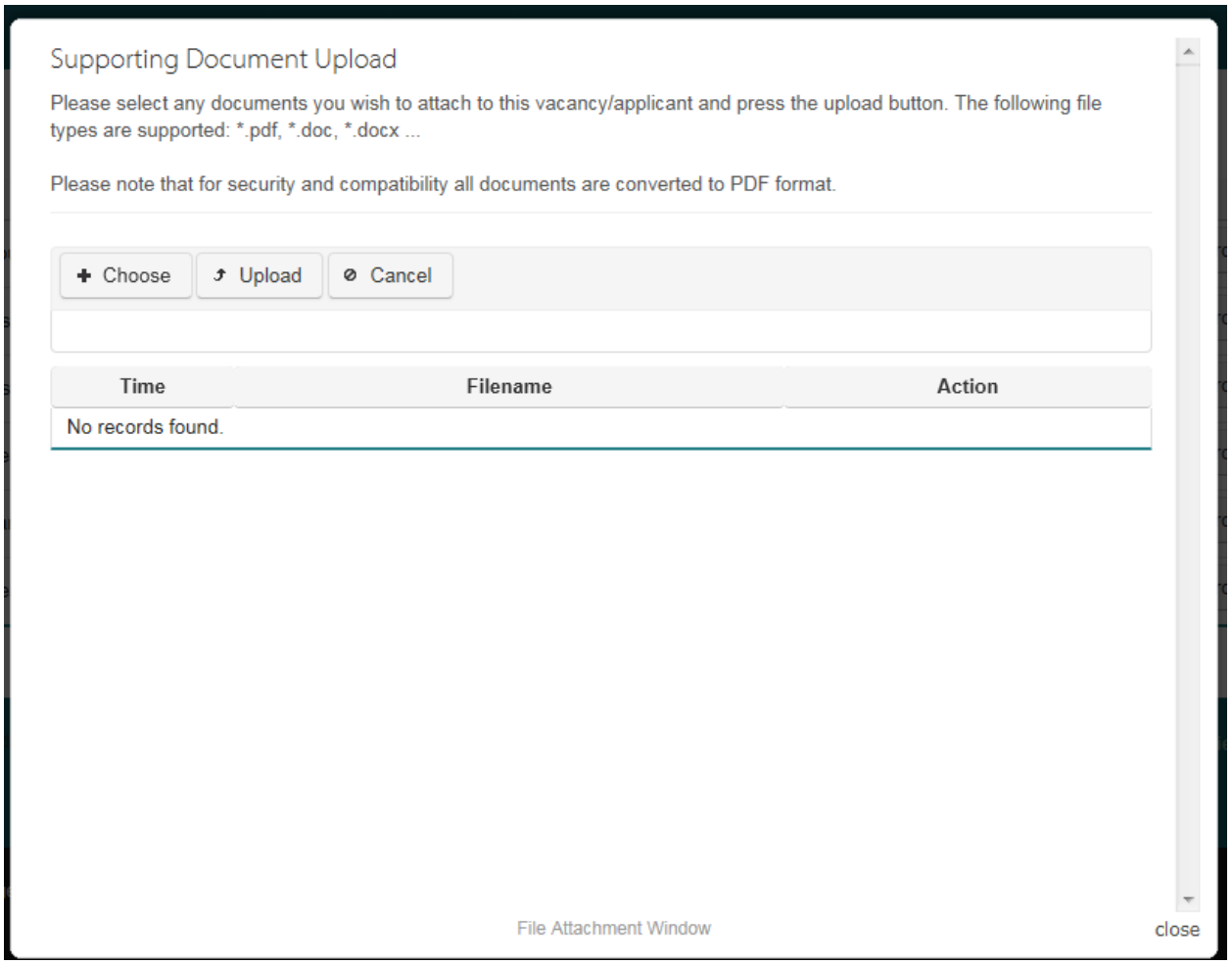
1. Click on the arrow on the right of the **Process Applicants** button next to the vacancy to view a drop-down list.



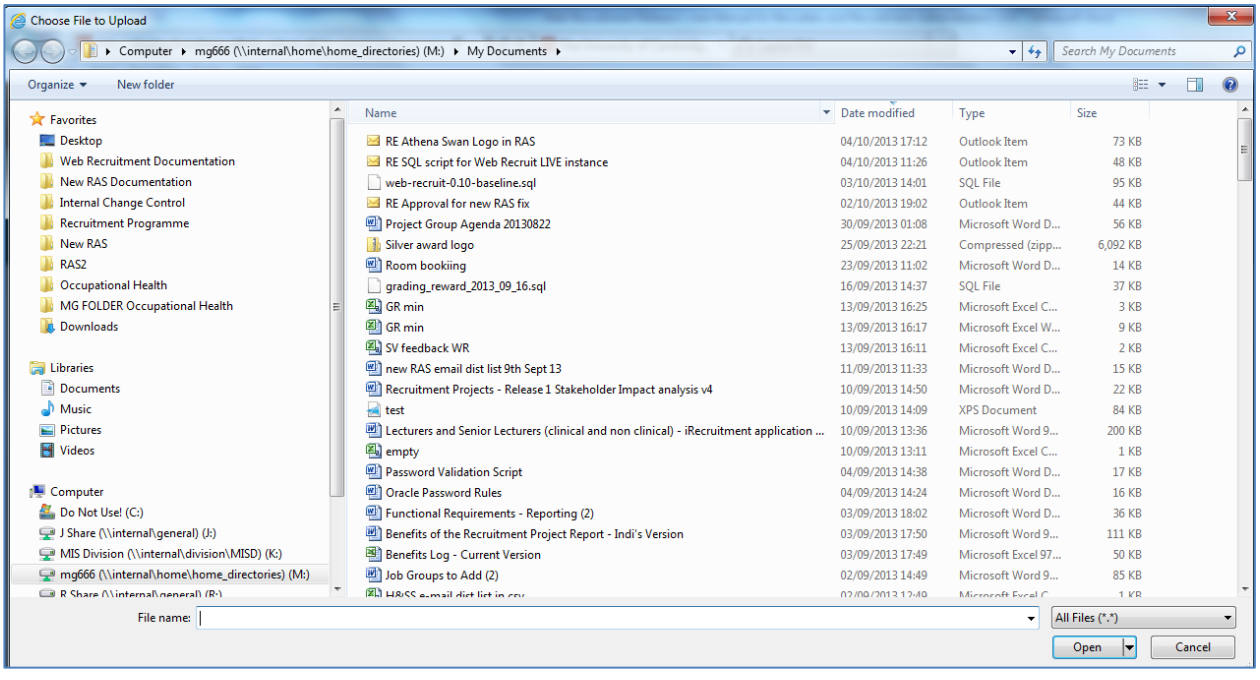
2. Use the drop-down arrow to select **Manage Attachments**.



The following screen will then be displayed. This includes information about the types of file that can be uploaded.

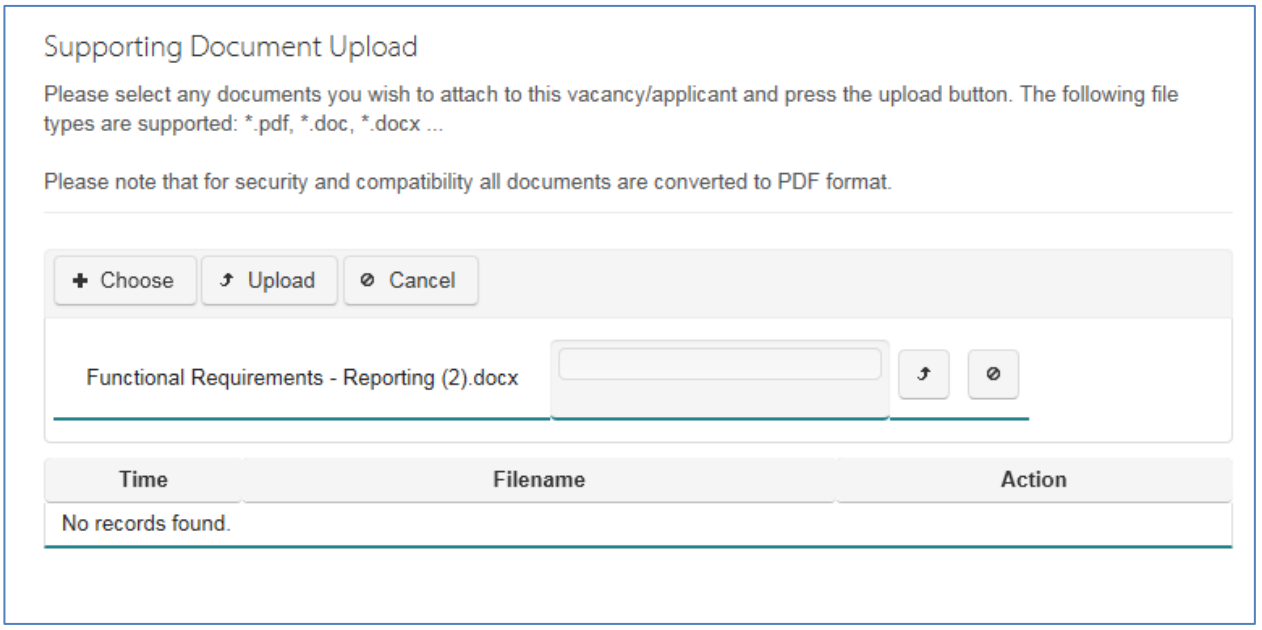

Supporting Document Upload
Please select any documents you wish to attach to this vacancy/applicant and press the upload button. The following file types are supported: *.pdf, *.doc, *.docx ...
Please note that for security and compatibility all documents are converted to PDF format.
Choose
Upload
Cancel
Time
Filename
Action
No records found.
File Attachment Window
close

3. Click on **Choose.** Your file directory will then be displayed.

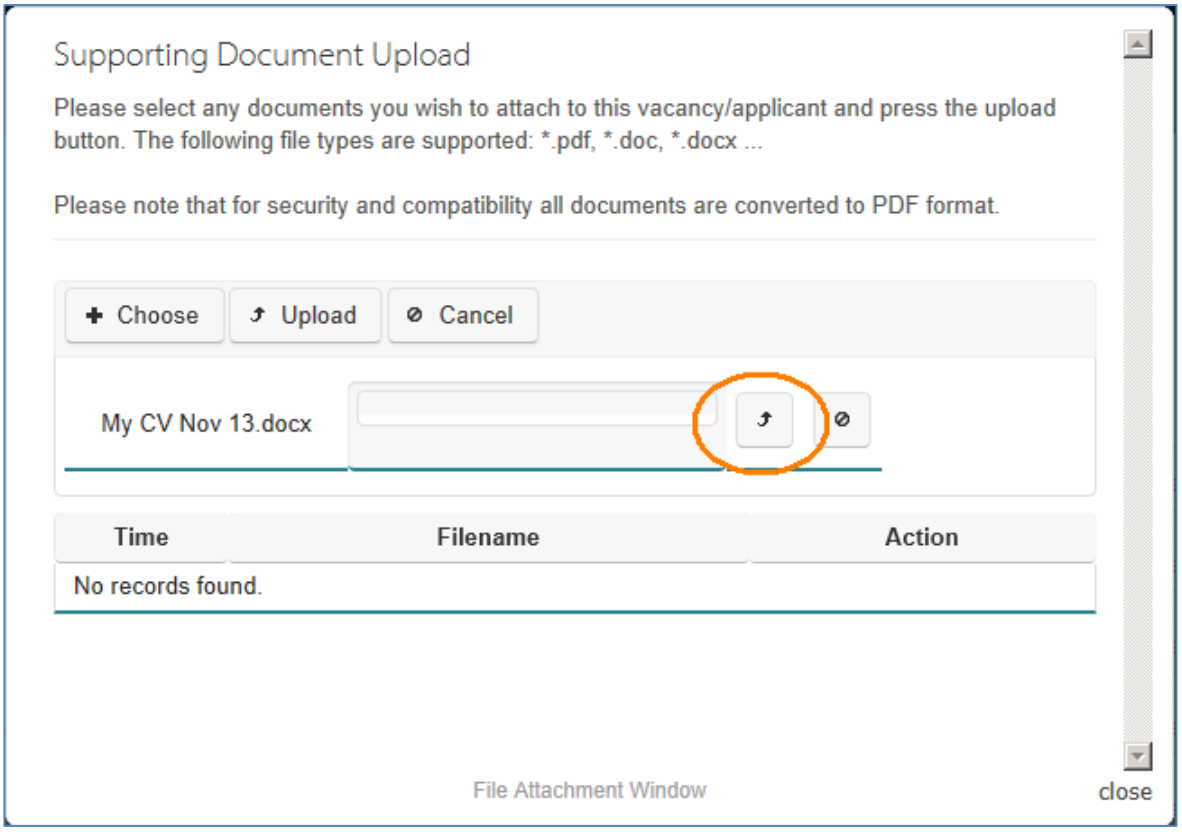

Choose File to Upload
Computer ▸ mg666 (\\internal\home\home_directories) (M:) ▸ My Documents ▸
Search My Documents
Organize
New folder
Favorites
Desktop
Web Recruitment Documentation
New RAS Documentation
Internal Change Control
Recruitment Programme
New RAS
RAS2
Occupational Health
MG FOLDER Occupational Health
Downloads
Libraries
Documents
Music
Pictures
Videos
Computer
Do Not Use! (C:)
J Share (\\internal\general) (J:)
MIS Division (\\internal\division\MISD) (K:)
mg666 (\\internal\home\home_directories) (M:)
Name
Date modified
Type
Size
RE Athena Swan Logo in RAS 04/10/2013 17:12 Outlook Item 73 KB
RE SQL script for Web Recruit LIVE instance 04/10/2013 11:26 Outlook Item 48 KB
web-recruit-0.10-baseline.sql 03/10/2013 14:01 SQL File 95 KB
RE Approval for new RAS fix 02/10/2013 19:02 Outlook Item 44 KB
Project Group Agenda 20130822 30/09/2013 01:08 Microsoft Word D... 56 KB
Silver award logo 25/09/2013 22:21 Compressed (zipp... 6,092 KB
Room bookiing 23/09/2013 11:02 Microsoft Word D... 14 KB
grading_reward_2013_09_16.sql 16/09/2013 14:37 SQL File 37 KB
GR min 13/09/2013 16:25 Microsoft Excel C... 3 KB
GR min 13/09/2013 16:17 Microsoft Excel W... 9 KB
SV feedback WR 13/09/2013 16:11 Microsoft Excel C... 2 KB
new RAS email dist list 9th Sept 13 11/09/2013 11:33 Microsoft Word D... 15 KB
Recruitment Projects - Release 1 Stakeholder Impact analysis v4 10/09/2013 14:50 Microsoft Word D... 22 KB
test 10/09/2013 14:09 XPS Document 84 KB
Lecturers and Senior Lecturers (clinical and non clinical) - iRecruitment application ... 10/09/2013 13:36 Microsoft Word 9... 200 KB
empty 10/09/2013 13:11 Microsoft Excel C... 1 KB
Password Validation Script 04/09/2013 14:38 Microsoft Word D... 17 KB
Oracle Password Rules 04/09/2013 14:24 Microsoft Word D... 16 KB
Functional Requirements - Reporting (2) 03/09/2013 18:02 Microsoft Word D... 36 KB
Benefits of the Recruitment Project Report - Indi's Version 03/09/2013 17:50 Microsoft Word 9... 111 KB
Benefits Log - Current Version 03/09/2013 17:49 Microsoft Excel 97... 50 KB
Job Groups to Add (2) 02/09/2013 14:49 Microsoft Word 9... 85 KB
File name:
All Files (*.*)
Open
Cancel

4. Select a file to be uploaded and click on **Open**.

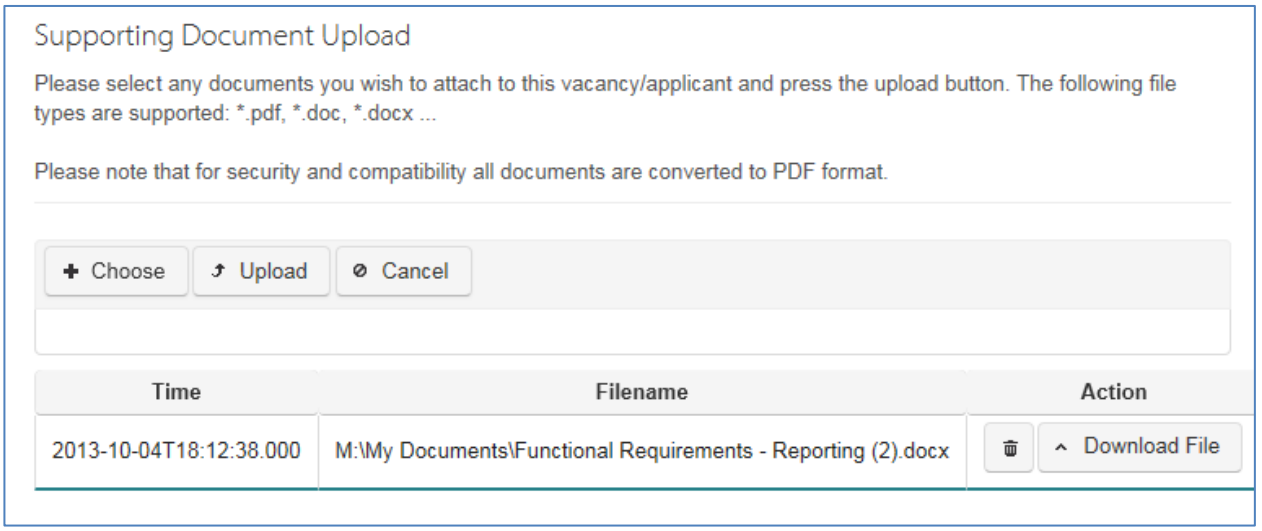
   The file name will be displayed on screen.


Supporting Document Upload
Please select any documents you wish to attach to this vacancy/applicant and press the upload button. The following file types are supported: *.pdf, *.doc, *.docx ...
Please note that for security and compatibility all documents are converted to PDF format.
Choose
Upload
Cancel
Functional Requirements - Reporting (2).docx
Time
Filename
Action
No records found.

5. Click on the **Upload** button.


Supporting Document Upload
Please select any documents you wish to attach to this vacancy/applicant and press the upload button. The following file types are supported: *.pdf, *.doc, *.docx ...
Please note that for security and compatibility all documents are converted to PDF format.
Choose
Upload
Cancel
My CV Nov 13.docx
Time
Filename
Action
No records found.
File Attachment Window
close

The document will then be uploaded. The time and file name will be displayed as shown below.


Supporting Document Upload
Please select any documents you wish to attach to this vacancy/applicant and press the upload button. The following file types are supported: *.pdf, *.doc, *.docx ...
Please note that for security and compatibility all documents are converted to PDF format.
Choose
Upload
Cancel
Time
Filename
Action
2013-10-04T18:12:38.000
M:\My Documents\Functional Requirements - Reporting (2).docx
Download File

Tip: To check the file content, click the **Download File** button in the action field. To delete the document, click on the rubbish bin symbol in the action field.

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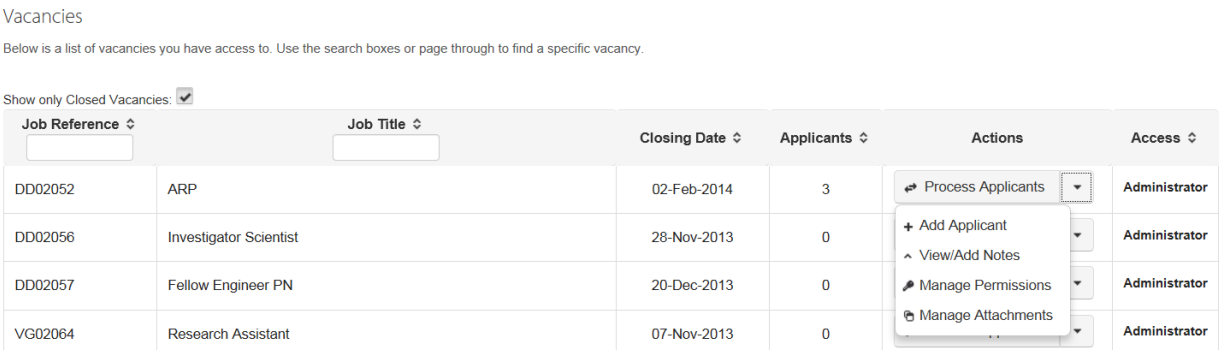
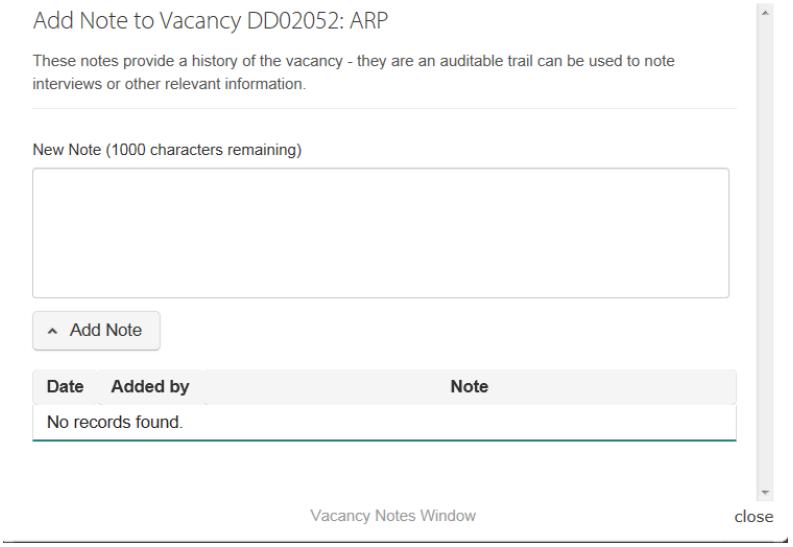
2.4.2 Recording vacancy notes

You are able to add notes against a vacancy, which provide an auditable trail of information. You may wish to use this function to record that key events have taken place in the process, particularly where there is more than one person providing administrative support for a vacancy. For example, you may wish to record the date that short-listing will be completed by the Appointing Body, that you have sent rejection/invite to interview emails out or that you have booked a particular room for interviews. Information about individuals should not be recorded here - you can also add notes to individual applicants (see Section on adding notes to an applicant's record).

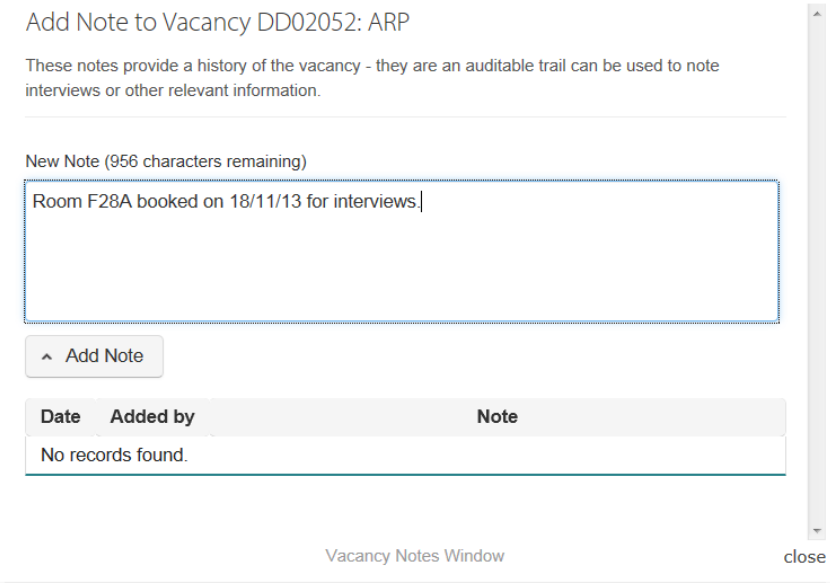
1. Click on the drop-down menu to the right of **Process Applicants**.



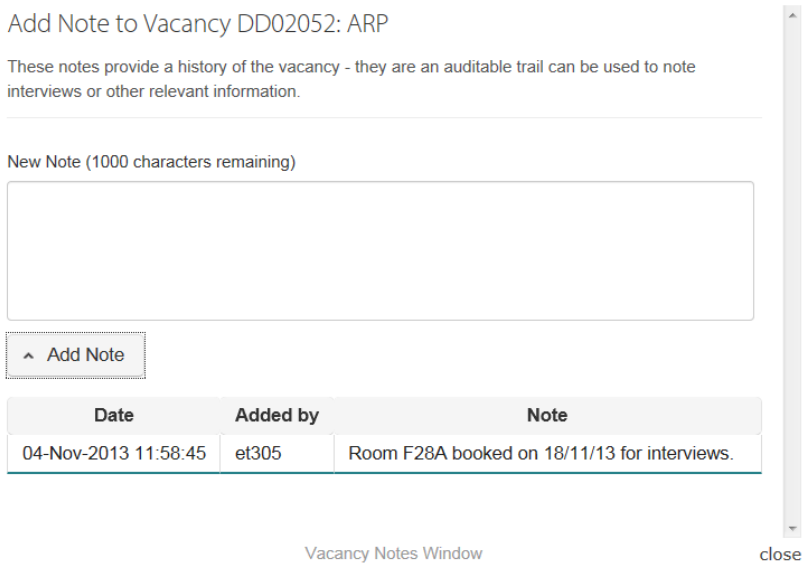
2. Select **View/Add Notes**. A pop-up window will appear.


Add Note to Vacancy DD02052: ARP
These notes provide a history of the vacancy - they are an auditable trail can be used to note interviews or other relevant information.
New Note (1000 characters remaining)
Add Note
Date
Added by
Note
No records found.
Vacancy Notes Window
close

3. Enter your note in the **New Note** text box.


Add Note to Vacancy DD02052: ARP
These notes provide a history of the vacancy - they are an auditable trail can be used to note interviews or other relevant information.
New Note (956 characters remaining)
Room F28A booked on 18/11/13 for interviews.
Add Note
Date
Added by
Note
No records found.
Vacancy Notes Window
close

4. Click on **Add Note**. The details of your note, the date it was added and your CRS-ID will appear in the table underneath.


Add Note to Vacancy DD02052: ARP
These notes provide a history of the vacancy - they are an auditable trail can be used to note interviews or other relevant information.
New Note (1000 characters remaining)
Add Note
Date
Added by
Note
04-Nov-2013 11:58:45
et305
Room F28A booked on 18/11/13 for interviews.
Vacancy Notes Window
close

5. Click **Close**. You will return to the Vacancies screen.

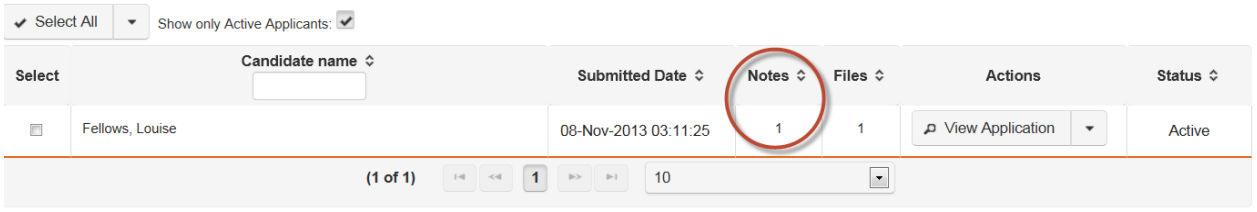
2.4.3 Viewing reasonable adjustment requests

As explained in the Recruitment Guidance, we have a legal duty to make reasonable adjustments to the recruitment process for applicants with a disability. In the online application form, applicants with a disability are invited to request any reasonable adjustments that they may need.

Where an applicant makes such a request, this will not be shown in their application form. This is so that information about their disability or the adjustments that they require are only shared with those making selection decisions when accommodating the type of request they have made makes this unavoidable.

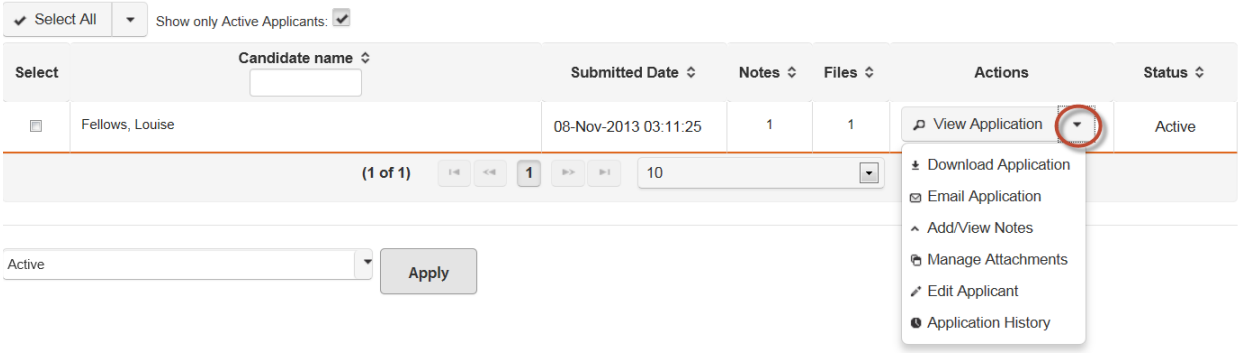
Only those with administrative access to a vacancy can view reasonable adjustment requests. Such

requests are displayed in the **Notes** for an applicant. It is vital that the administrator for the vacancy always checks the Notes where a new application has been received and the screen indicates that a note has been added to it, as shown below.

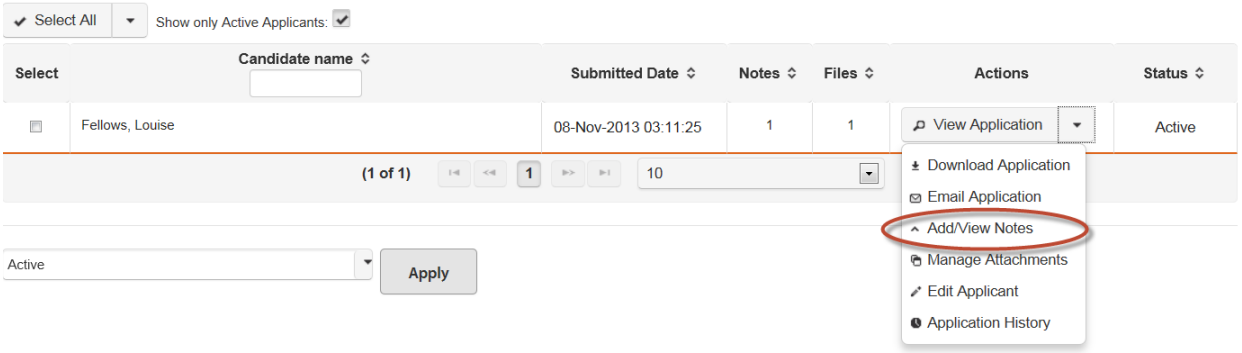


To view the reasonable adjustment request made, complete the following steps:

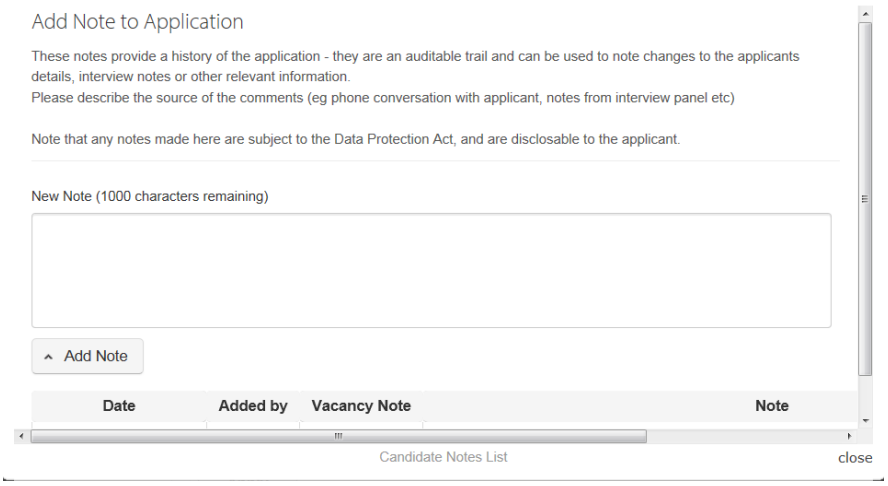
1. Click on the drop-down arrow in the **Actions** column, next to the **View Application** button.



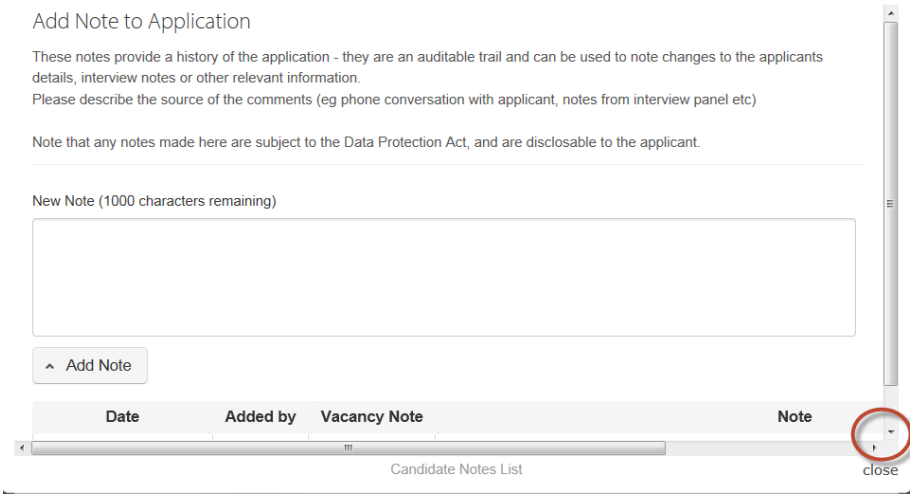
2. Click on the **Add/View Notes** option from the menu.



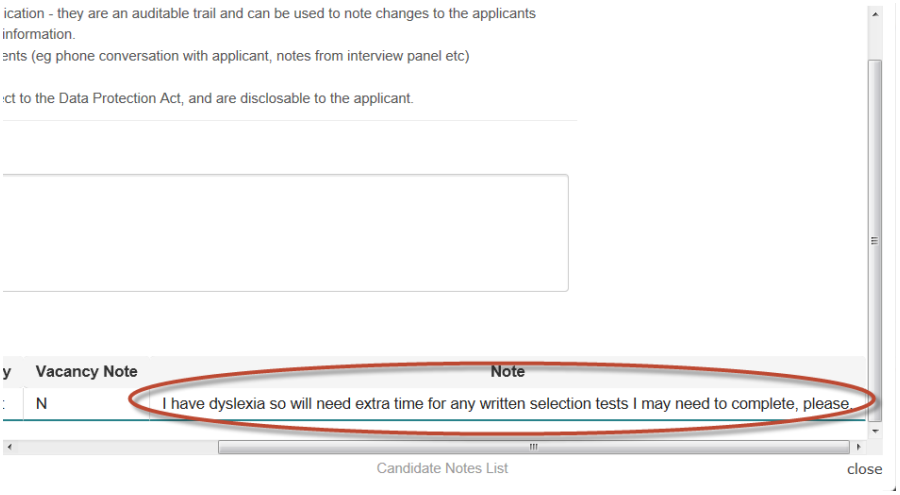
A pop-up window as shown below will appear.


Add Note to Application
These notes provide a history of the application - they are an auditable trail and can be used to note changes to the applicants details, interview notes or other relevant information.
Please describe the source of the comments (eg phone conversation with applicant, notes from interview panel etc)
Note that any notes made here are subject to the Data Protection Act, and are disclosable to the applicant.
New Note (1000 characters remaining)
Add Note
Date
Added by
Vacancy Note
Note
Candidate Notes List
close

3. If necessary, use the vertical and horizontal scroll-bars on the pop-up window until you can see the content of the note at the bottom of it.


Add Note to Application
These notes provide a history of the application - they are an auditable trail and can be used to note changes to the applicants details, interview notes or other relevant information.
Please describe the source of the comments (eg phone conversation with applicant, notes from interview panel etc)
Note that any notes made here are subject to the Data Protection Act, and are disclosable to the applicant.
New Note (1000 characters remaining)
Add Note
Date
Added by
Vacancy Note
Note
Candidate Notes List
close

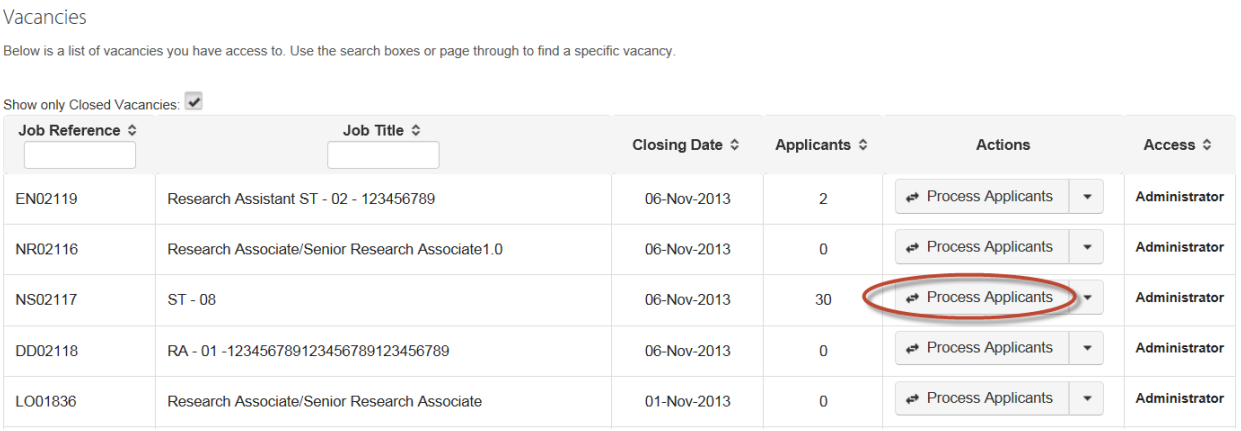
The note will look something like this.


ication - they are an auditable trail and can be used to note changes to the applicants
information.
ents (eg phone conversation with applicant, notes from interview panel etc)
ct to the Data Protection Act, and are disclosable to the applicant.
y
Vacancy Note
Note
N
I have dyslexia so will need extra time for any written selection tests I may need to complete, please.
Candidate Notes List
close

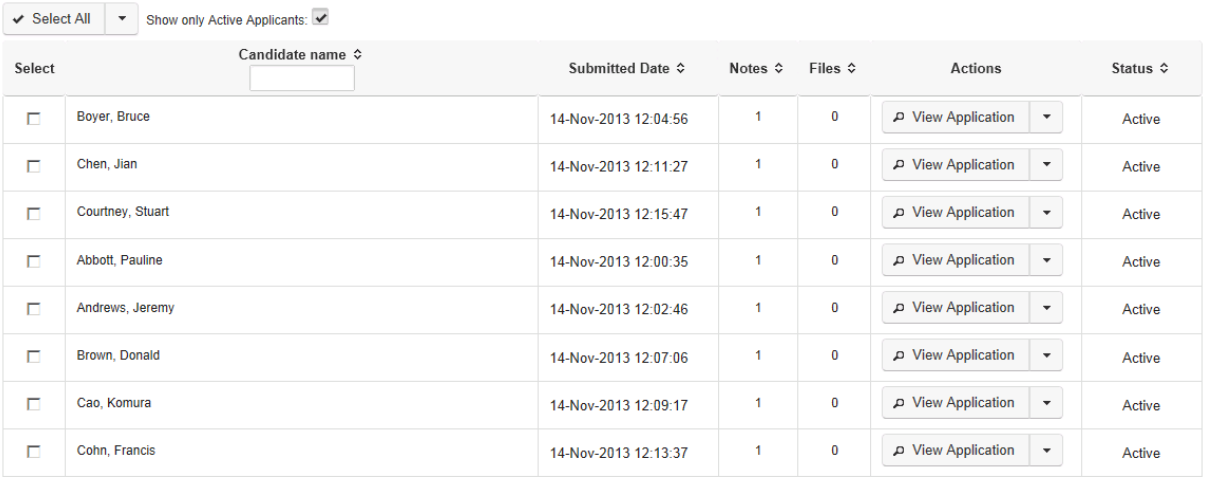
4. If the applicant is invited to the next stage of the selection process, you will need to ensure that the reasonable adjustments that have been requested are put into place. If you need advice on accommodating a reasonable adjustment, please contact your HR Business Manager/Adviser.

2.5 Processing Applicants

1. From the main vacancy listing screen, select the vacancy you wish to process and click on the symbol within the **Process Applicants** button.



2. The Applicants screen will be displayed with the **Received** tab selected. This shows all applications that have been received but not yet assessed.



You can view any applications at other stages in the process by clicking on the relevant tab. The **All** tab shows all applicants for the vacancy, stating the stage they have reached (e.g. shortlisting) and their status (e.g. rejected). You cannot process applicants in the **All** tab.

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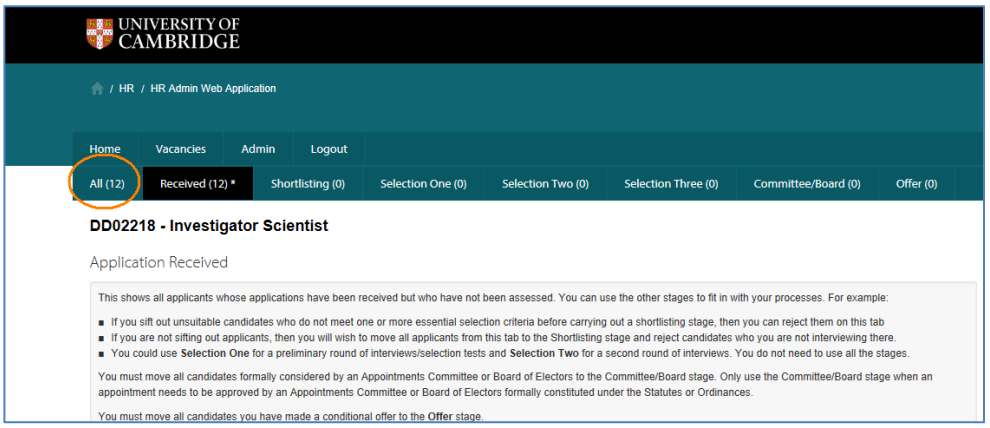

UNIVERSITY OF CAMBRIDGE
/ HR / HR Admin Web Application
Home
Vacancies
Admin
Logout
All (12)
Received (12) *
Shortlisting (0)
Selection One (0)
Selection Two (0)
Selection Three (0)
Committee/Board (0)
Offer (0)
DD02218 - Investigator Scientist
Application Received
This shows all applicants whose applications have been received but who have not been assessed. You can use the other stages to fit in with your processes. For example:
If you sift out unsuitable candidates who do not meet one or more essential selection criteria before carrying out a shortlisting stage, then you can reject them on this tab
If you are not sifting out applicants, then you will wish to move all applicants from this tab to the Shortlisting stage and reject candidates who you are not interviewing there.
You could use Selection One for a preliminary round of interviews/selection tests and Selection Two for a second round of interviews. You do not need to use all the stages.
You must move all candidates formally considered by an Appointments Committee or Board of Electors to the Committee/Board stage. Only use the Committee/Board stage when an appointment needs to be approved by an Appointments Committee or Board of Electors formally constituted under the Statutes or Ordinances.
You must move all candidates you have made a conditional offer to the Offer stage.

When you are within one of the other stage tabs for a vacancy, there are a number of actions that can be carried out:

- Viewing individual applications or downloading and e-mailing an application pack to interested parties such as selectors;
- Adding/viewing notes for applicants;
- Adding or viewing attachments for applicants;
- Editing the personal details of applicants;
- Managing applicants through the stages of the selection process; and
- Transferring successful applicants to CHRIS.

The following sections describe these processes.

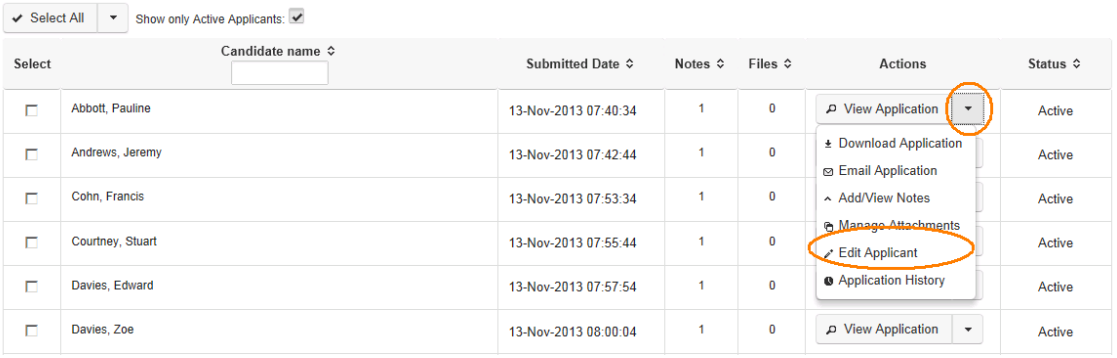
Note: A number of departments/institutions provided feedback that they want to be able to view applications as soon as they are submitted so that short-listing can be conducted on a staggered basis. The system has been designed to meet this requirement but you should be aware that this means that:

- Appointing bodies must carry out benchmarking once the closing date has passed to ensure that they have assessed all applications consistently. Only then should applicants be informed of the results. Please see the Recruitment Guidance for further information.
- Applicants cannot amend their application themselves once they have submitted it. Departments/Institutions can amend contact details, add notes and update a successful applicant's details before transferring to CHRIS

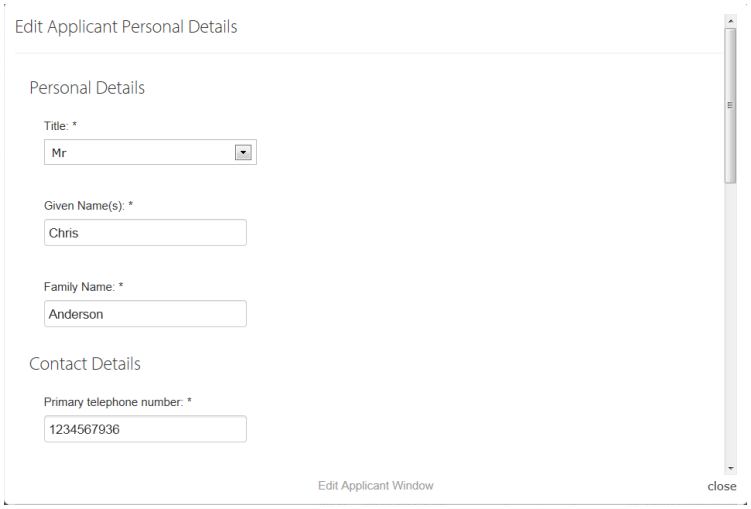
2.5.1 Editing the details of an existing applicant

If an applicant contacts you during the recruitment process to inform you that his/her personal details have changed (e.g. name, contact details), you can edit these within the system.

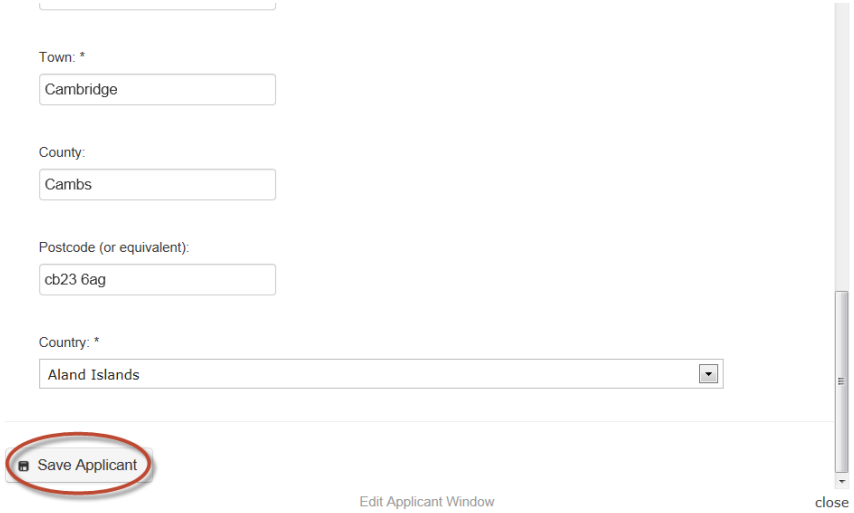
1. Click on the drop-down list in the **Actions** column, next to the **View Application** option. Select **Edit Applicant** from the list.



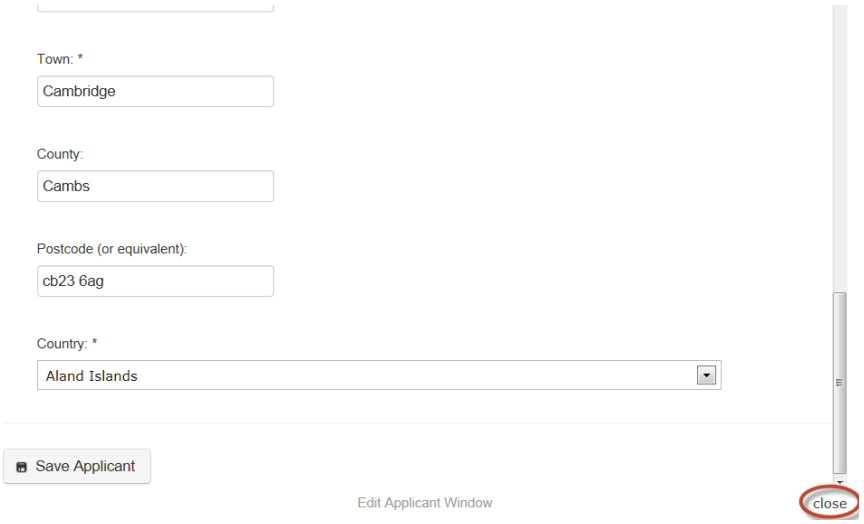
An **Edit Applicant Personal Details** pop-up window will appear, as shown below.



2. Amend the details you need to change in the relevant field, then click on the **Save Applicant** button at the bottom of the window.



3. Click on **Close** at the bottom right-hand side of the window.



Please note: an entry describing the change that has been made, when it was made and your CRS-ID will be recorded automatically in the **Notes** for the applicant concerned.

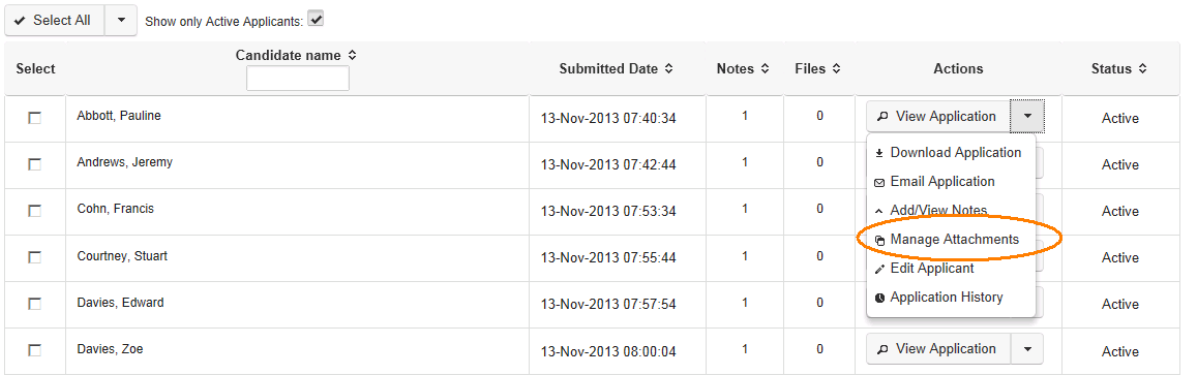
2.5.2 Adding attachments to an existing applicant

You may wish to save documents relating to an applicant with their record in the Web Recruitment System so that all information about them within the recruitment process is found in one place. For example, you may wish to upload:

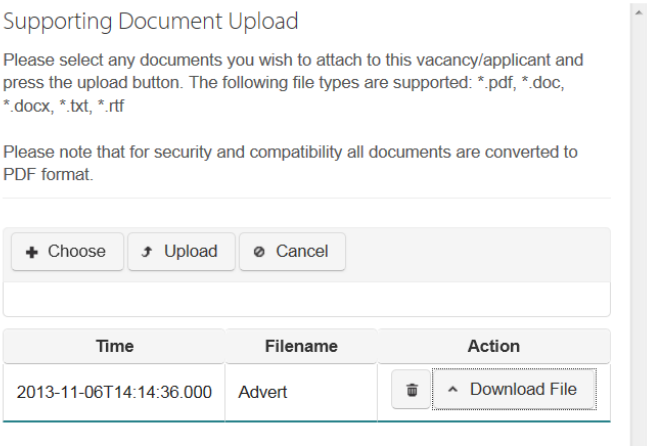
- HR10 Assessment Record (http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr10/);
- HR17 Assessor Notes template (http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr17/);
- HR18 Conditional Offer letter (http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr18/);
- HR23 Welcome Letter (http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr23/).

Please note: under Data Protection Legislation, all applicants are entitled to make a subject access request to see all personal data held on them, including documentation from the recruitment process. Therefore, it is vital that any recruitment documentation stored within the system (or elsewhere) contains only appropriate information which demonstrates that a fair, objective process took place.

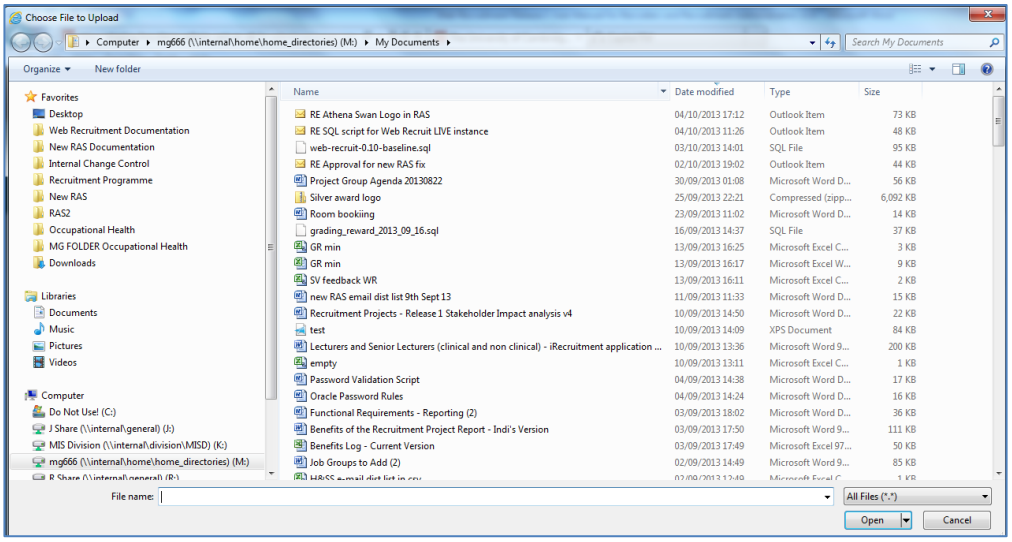
1. To upload an attachment for an existing applicant, click on the drop-down list in the Actions column for the relevant applicant (this is next to the **View Application** option). Select **Manage Attachments** button.



The following screen will then be displayed, including information about the types of file you can upload.


Supporting Document Upload
Please select any documents you wish to attach to this vacancy/applicant and press the upload button. The following file types are supported: *.pdf, *.doc, *.docx, *.txt, *.rtf
Please note that for security and compatibility all documents are converted to PDF format.
Choose
Upload
Cancel
Time
Filename
Action
2013-11-06T14:14:36.000
Advert
Download File

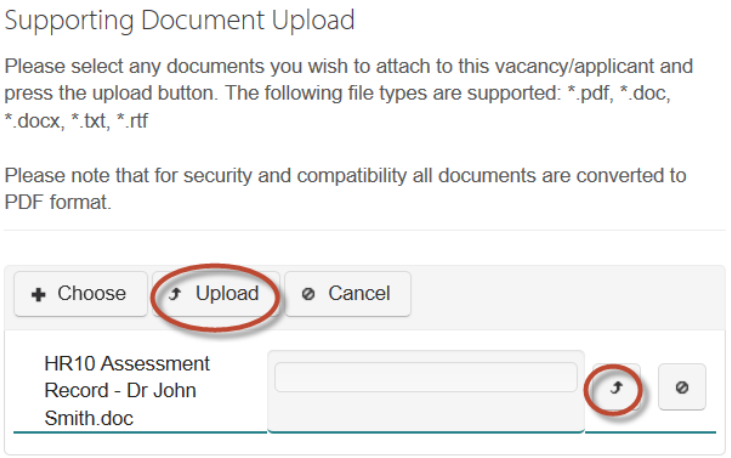
2. Click on **Choose.** Your file directory will then be displayed.



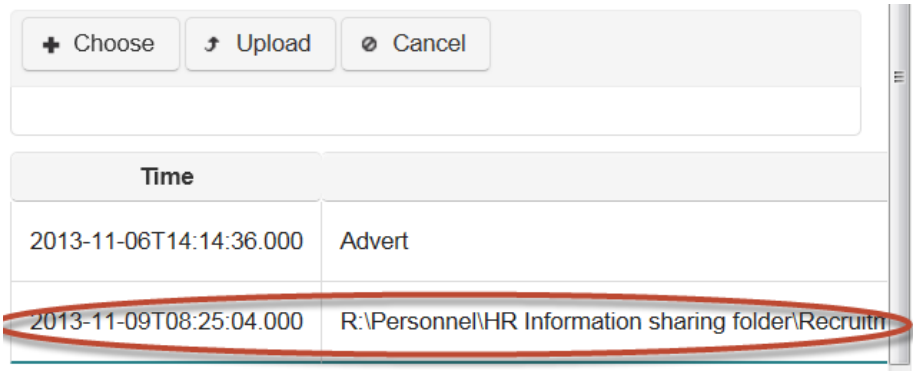
3. Select a file to be uploaded from your file directory. Double-click on it or click on **Open**.

4. You will be returned to the pop-up window. You will see the name of the file you have selected. Click on the **Upload** button or icon, as shown below, to upload the file (you can

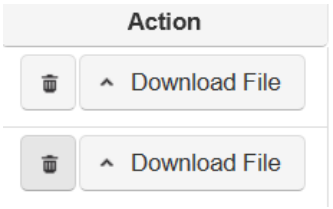
click on the **Cancel** button or icon if you have chosen the wrong file).


Supporting Document Upload
Please select any documents you wish to attach to this vacancy/applicant and press the upload button. The following file types are supported: *.pdf, *.doc, *.docx, *.txt, *.rtf
Please note that for security and compatibility all documents are converted to PDF format.
Choose
Upload
Cancel
HR10 Assessment Record - Dr John Smith.doc

The document will then be uploaded and displayed in the table of attachments as shown below.



Tip: To check the file content, click on the **Download File** button in the action field next to the relevant document in the table of attachments. To delete the document, use the rubbish bin **s**ymbol in the action field.



Click on **Close** at the bottom right-hand side of the pop-up window to return to the main applicants screen.

2.5.3 Adding notes to an applicant's record

It is possible for you to add notes to an applicant's record, which provide an auditable trail of the applicant's progress through the process. Notes are automatically added by the system when you amend the stage an applicant has reached or an applicant's status (see section 5.1.1).

You may record information such as:

- Contact with the applicant, for example, if he/she contacts you to withdraw his/her application or to inform you that he/she cannot make the interview date/time offered.
- That a manual application you have added was screened and put forward by an agency that has been helping you to source candidates.
- Reasons for an action taken, for example, a summary of why the individual's application has been rejected (although detailed reasons should be provided on a document such as the HR10 Assessment Record, particularly for stages after long-listing).

Please describe the source of the comments (for example, phone conversation with the applicant or notes from the interview panel).

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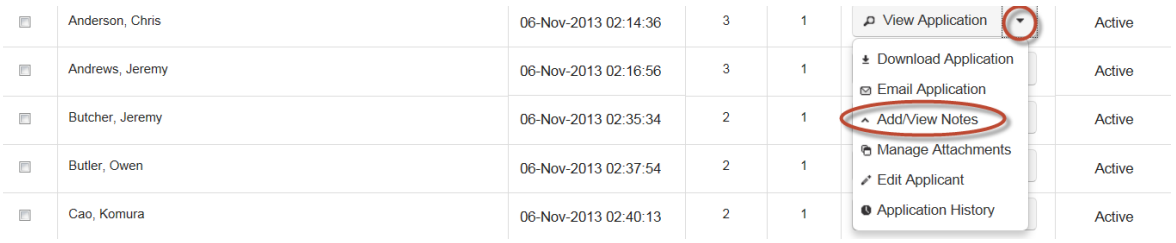
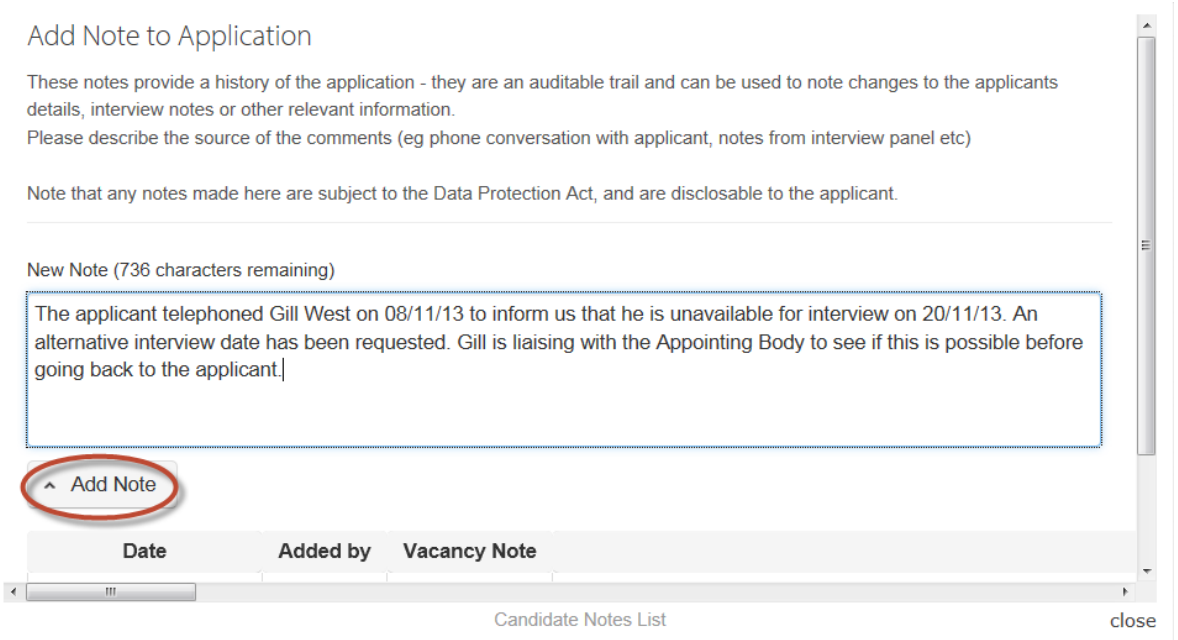
Please note: under Data Protection Legislation, all applicants are entitled to make a subject access request to see all personal data held on them, including documentation from the recruitment process. Therefore, it is vital that any recruitment documentation stored within the system or elsewhere) contains appropriate information which demonstrates that a fair, objective process took place.

1. Click on the **Actions** drop-down menu for your chosen applicant (next to Download Application).

2. Select Add/View Notes.



3. An **Add Note to Application** pop-up window will appear. Write your note in the **New Note** text box and click on **Add Note**.


Add Note to Application
These notes provide a history of the application - they are an auditable trail and can be used to note changes to the applicants details, interview notes or other relevant information.
Please describe the source of the comments (eg phone conversation with applicant, notes from interview panel etc)
Note that any notes made here are subject to the Data Protection Act, and are disclosable to the applicant.
New Note (736 characters remaining)
The applicant telephoned Gill West on 08/11/13 to inform us that he is unavailable for interview on 20/11/13. An alternative interview date has been requested. Gill is liaising with the Appointing Body to see if this is possible before going back to the applicant.
Add Note
Date
Added by
Vacancy Note
Candidate Notes List
close

4. Your note, the date and your CRS-ID will be displayed in the table underneath.

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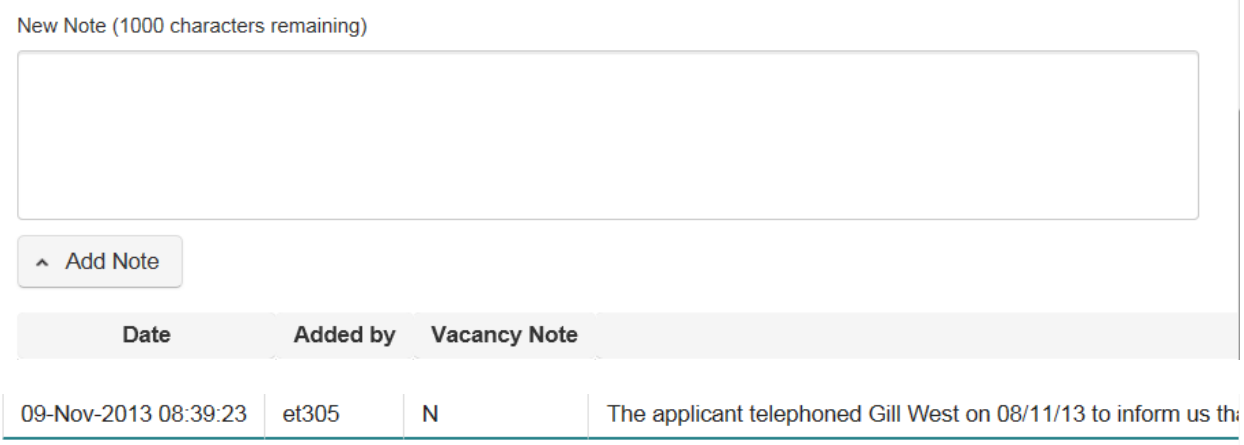


5. Click **Close** at the bottom right-hand side of the pop-up window. You will be returned to the main applicants screen for the vacancy.

2.5.4 Managing applicants through the selection process

An individual with administrator access to the vacancy is responsible for recording the details of the selection process and moving applicants between stages. It is a department/institution decision as to whether a member of an appointing body is given this level of access to record decisions made during each stage of the selection process, or whether this is done on their behalf.

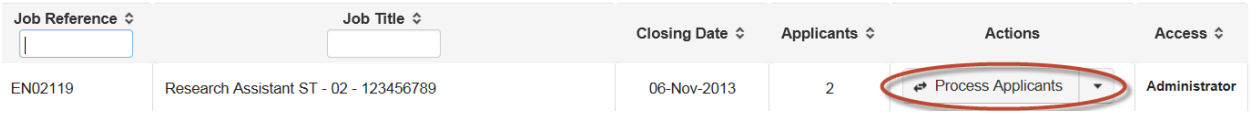
A number of stages have been defined and these are:

- Application Received (Received);
- Progressed to Short-listing (Short-listing);
- First Selection Stage (Selection One);
- Second Selection Stage (Selection Two);
- Third Selection Stage (Selection Three);
- To be considered by Appointments Committee/Board of Electors (Committee/Board); and
- Offer in progress (Offer).

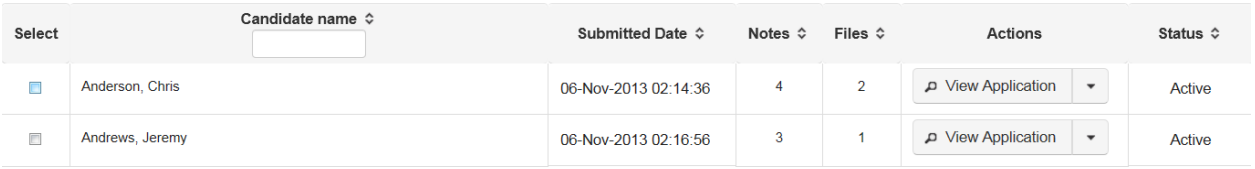
The brackets in the list above indicate the abbreviated name of each stage as it shows on the tabs across the top of the screen. For clarity, a full version of each stage name is used in the drop-down list where you change the status/stages of applicants.

You can use as many of the stages as are appropriate to fit your local requirements or your particular vacancy. Please see the Recruitment Guidance for information on planning your selection process (http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/planning/methods.html#key).

1. From the main vacancy screen, click on the **Process Applicants** button next to the vacancy you wish to manage.

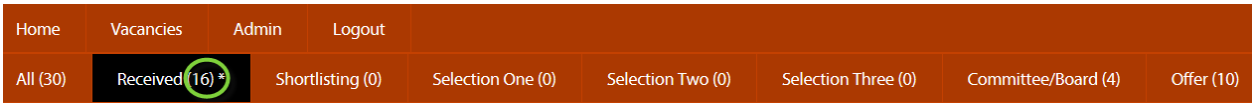


A list of applicants will be displayed.



Initially, all submitted applications which have been received but not yet assessed appear in the **Application Received** tab. There is also an **All** tab which lists everyone who has applied for the vacancy and their current stage (e.g. Received, Short-listing) and status (e.g. Active, Rejected). Applicants will always show on the **All** tab, as well as under the tab for the process stage that they are currently in.

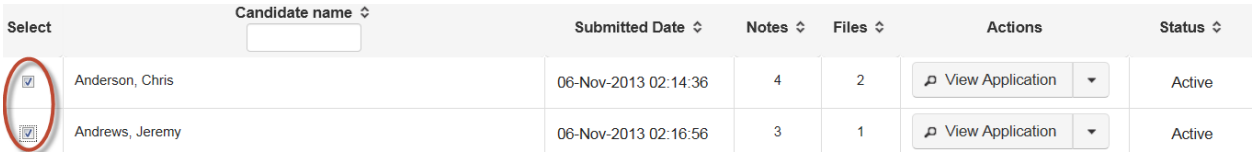
The number of applicants at a given stage is shown next to the stage name.



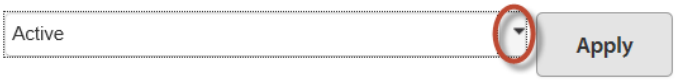
2. Click on the tab that reflects the selection stage you wish to view or process. This will display the current applicants at that stage of the process.

   When you first begin managing applicants, you will be clicking on Received as all applicants will be listed there.

3. Tick the box to the left of the applicant(s) you wish to process.

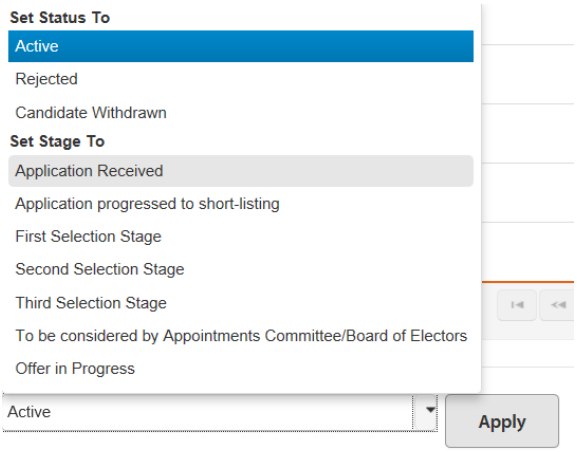


4. At the bottom of your list of applicants, there is a drop-down menu with an **Apply** button next to it. Click on the drop-down menu arrow to open up the options.



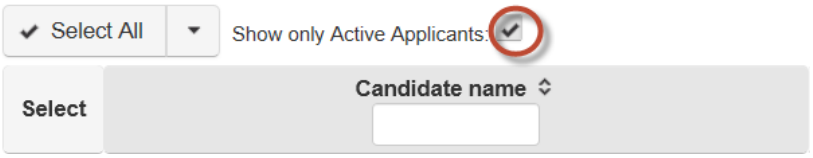
You will see in the list that you can either:

- Change the selected applicants' status (i.e. to indicate whether they are active in the stage of the process you are currently reviewing or if they have been rejected or withdrawn at that stage); OR
- Move the applicants to another stage in the process (e.g. if you are inviting them to a first round interview/selection event then you would move them to First Selection Stage).

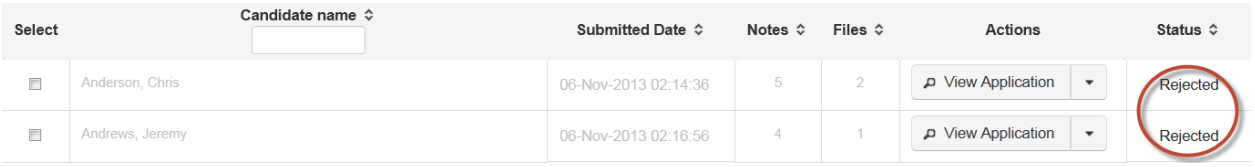


5. Choose the status or stage you wish to allocate to your selected applicants from the drop-down list and then click on **Apply**.

If you have recorded a new status of Rejected or Withdrawn for certain applicants, those applicants will now be hidden in the stage that they were in and in the **All** tab. If you want to view Rejected or Withdrawn candidates, untick the **Show only Active applicants** box above the list of applicants.



The applicants will be visible again but will be greyed out and showing a status of Rejected or Withdrawn (as applicable).



If you applied a new stage for certain applicants using the drop-down menu, they will have moved from the stage they were in (e.g. Application Received) and their details will be

moved to the new stage you selected (e.g. Short-listing or First Selection Stage).

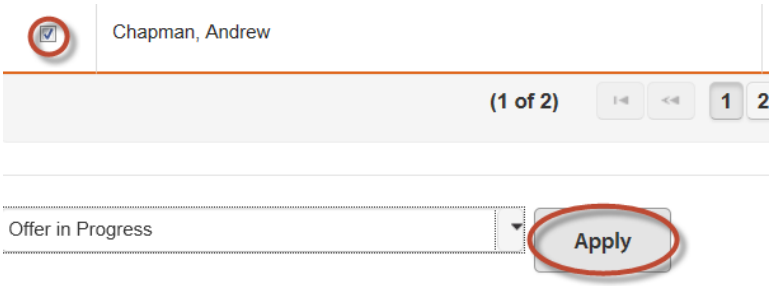
Applicants can be processed through all stages relevant to the selection process for the vacancy.

Note: If you are conducting long-listing to sift a large volume of applications down to a manageable number, any of those rejected should be given a status of **Rejected** within the **Application Received** tab. Any applications not sifted out and which you will give a complete review in order to carry out short-listing should be moved to the stage **Progressed to short-listing.** If you have a small number of applications and intend to carry out short-listing on all of them, all applicants should be moved to the stage **Progressed to short-listing**. Guidance on long-listing and short-listing can be found at http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/candidates/.

You could use **First Selection Stage** for a preliminary round of interviews/selection tests and **Second Selection Stage** for a second round of interviews. You do not need to use all the stages.

You must move all candidates formally considered by an Appointments Committee or Board of Electors to the **to be considered by Appointments Committee/Board of Electors** stage. Only use this stage when an appointment needs to be approved by an Appointments Committee or Board of Electors formally constituted under the Statutes or Ordinances.

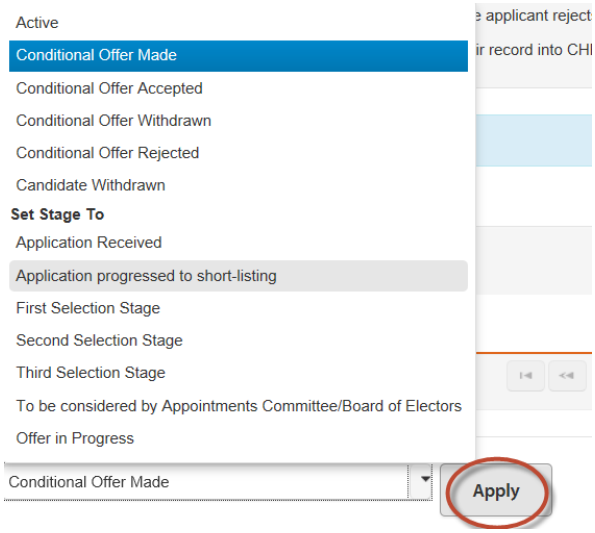
6. When the selection process for the vacancy has been completed and a preferred candidate has been selected, you must move him/her (or them, if you have more than one preferred candidate) to the **Offer in Progress** stage.



The preferred candidate will move into the **Offer** tab.

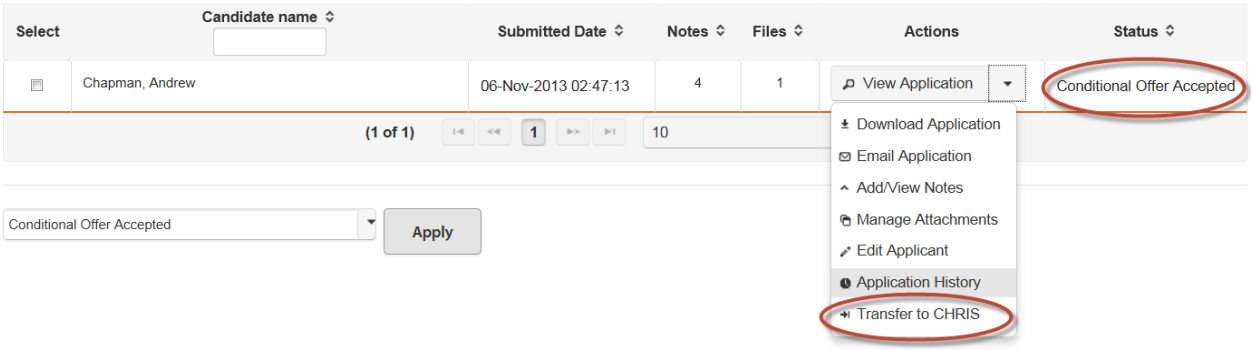
As the offer progresses, update the status of the preferred candidate accordingly. The status options at this stage are:

- Conditional offer made;
- Conditional offer accepted;
- Conditional offer withdrawn; and
- Conditional offer rejected.



In most cases, you will only need to record a status of **Conditional offer made** when you have made an offer of employment to the preferred candidate and then **Conditional offer accepted** when he/she has agreed to take up the post offered.

Only when your preferred candidate has a status of **Conditional offer accepted** does the **Transfer to CHRIS** option appear in the **Actions** menu, as shown below.



Please see section here for details on transferring your preferred candidate into CHRIS.

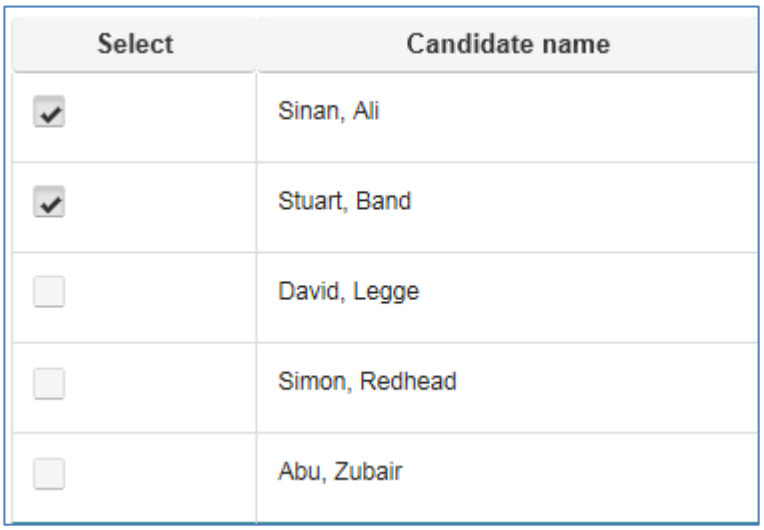
Tip: Documents relating to the selection process or applicants can be uploaded and saved against the vacancy or relevant applicant as seen in the section on adding notes to an applicant's record.

2.5.5 Sending out application packs

If members of the appointing body are unwilling for you to give them access to view applications within the Web Recruitment System, or if they are external to the University, you can distribute copies of applications to them by downloading and printing an application pack OR by emailing an application pack.

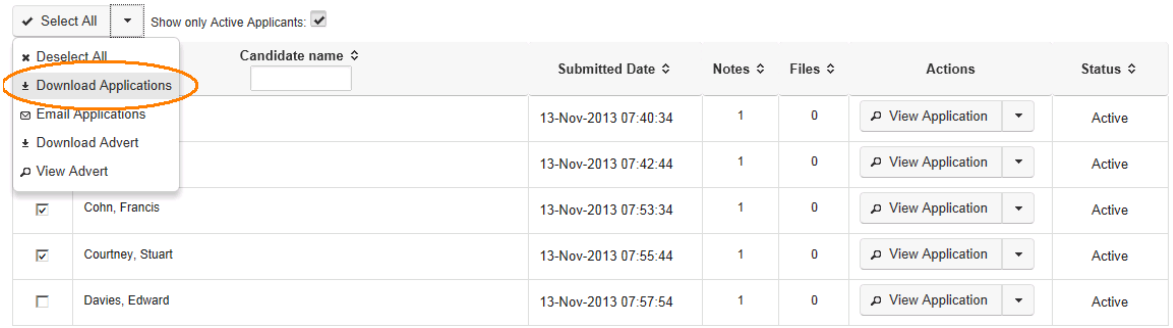
Depending on the stage of the selection process, you may need to provide them with all or a

selection of applications. Therefore, you will need to select the applicants whose applications you wish to download into the pack by ticking on the box to the left of each one.



2.5.5.1 Downloading an applicant pack

Once you have selected the applicants you want to feature in the pack, click on the **Download Applications** button at the top of the screen.

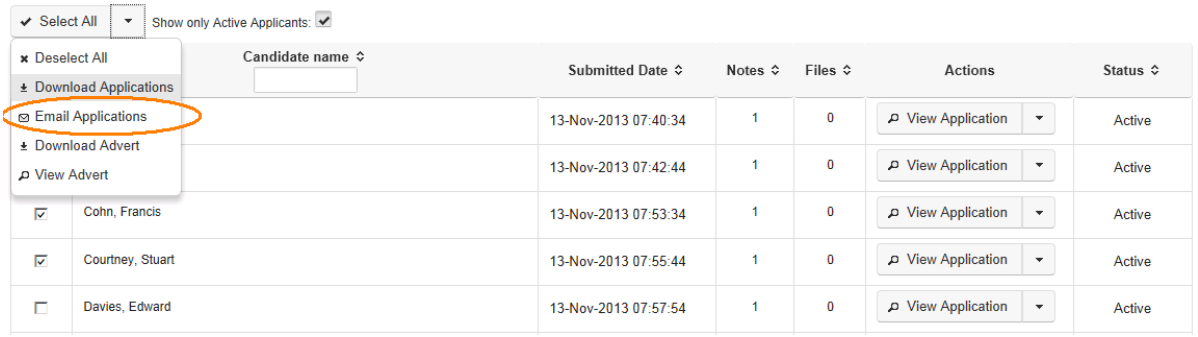


Your browser will then prompt you to save or open the pack.

Select **Open** or **Save** as required. You will be able to print the pack as necessary, although other options should be explored first to avoid wasting paper.

2.5.5.2 Emailing an applicant pack

Once you have selected the applicants you wish to feature in the pack, click on the **Email Applications** option at the top of the screen.



An e-mail will then be sent to your account which has an attachment with the selected applicants' details

Note: The generated pack will reflect the form of the application form for the vacancy. For example, where the vacancy uses a CHRIS/6 form then, for each applicant, the pack will consist of the application form followed by the attachments the applicant has submitted (such as a CV, covering letter and references list).

All attachments are converted to PDF/A format as an applicant submits them. The application pack will therefore be a multi-page PDF file which should be accessible to most people regardless of their local PC environment.

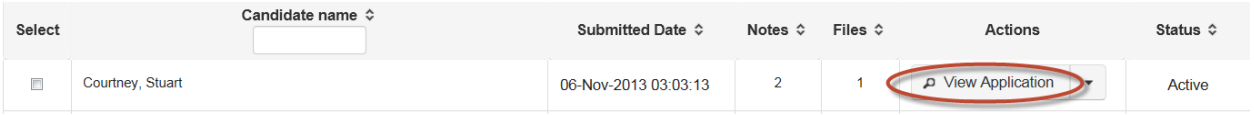
Note: As the CHRIS/5 form is five pages in length an additional blank page has been appended to the back of the application form so that if a pack is printed a second applicant's data is not on the back of the first applicant's form.

Note: The University has a limit on email sizes. Where there are a greater number of applicants, or where applicants have submitted more attachments, you may need to send several emails to circulate the applications for a vacancy.

2.5.6 How to view applications for a vacancy

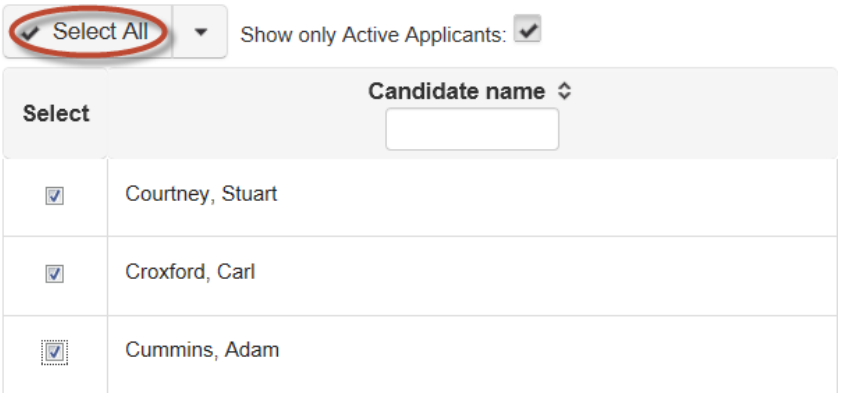
You can view individual, selected or all applications for a vacancy.

1. To view an individual application, click on **View Application** next to the relevant applicant.

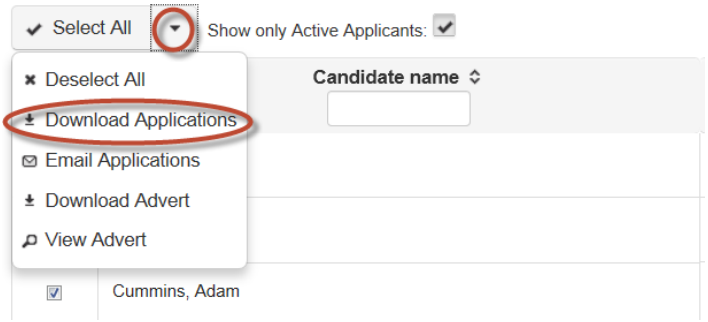


A pop-up window will appear, showing a PDF of the application.

2. To view multiple applications (either a selection or all applications), tick the box to the left of the relevant applicants names or click on **Select All**, as shown below.



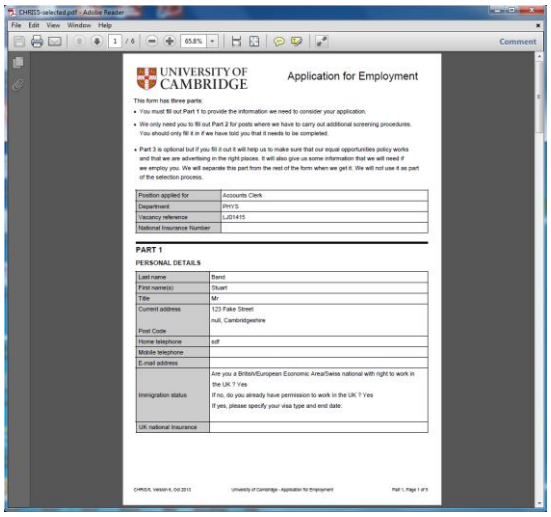
3. Click on the drop-down list next to **Select All** and choose **Download Applications** from the options.

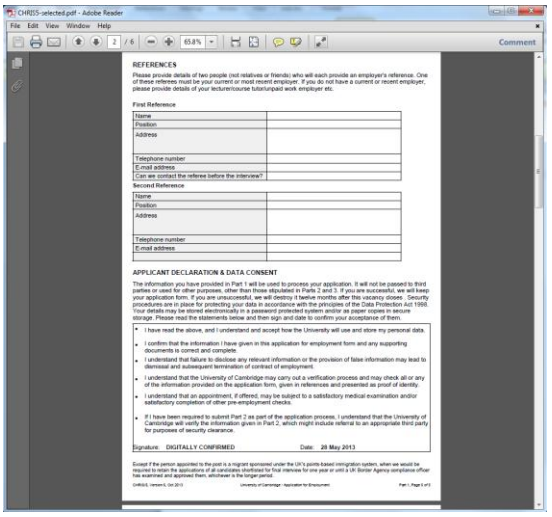


Your browser will then prompt you to save or open the pack.

4. Select **Open**.

A PDF/A pack of the application will be displayed, which will include the applicant's application form and, in the case of a CHRIS/6 form, any attachments they provided.





The PDF/A can be printed using **File/Print.**

Note: The Equal Opportunities and Request for Reasonable Adjustments sections of the application form are not displayed in this PDF. They have been automatically separated out by the system as this information must not be used as part of the selection process.

2.5.7 Viewing the Vacancy Details

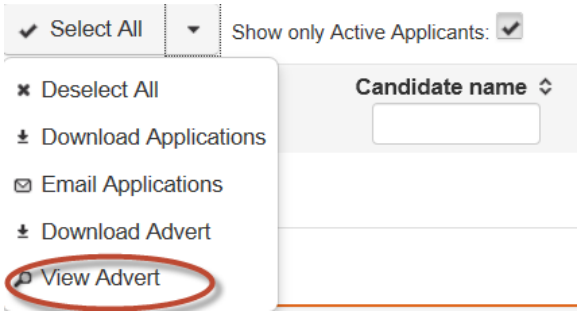
1. If you want to remind yourself of the advert details when reviewing applicants, you can click on the **Vacancy reference number and name** at the top of the screen.

2. Your browser will then prompt you to save or open. Select **Open.**

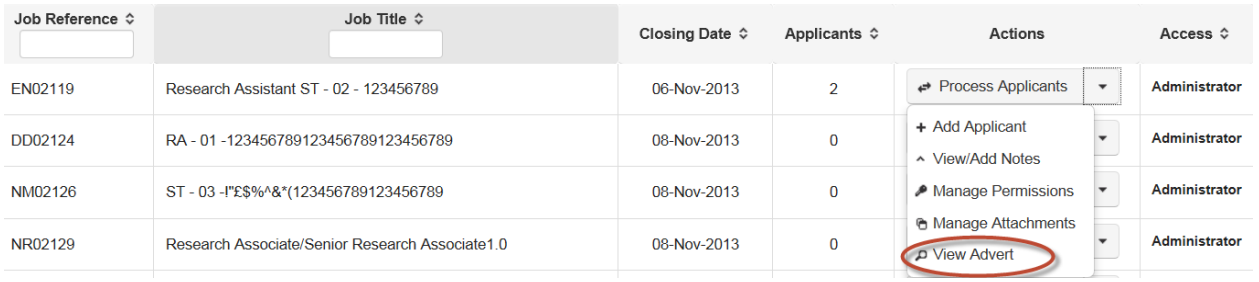
   This will display the text from the University Job Opportunities advert for the vacancy.

Alternatively, you can view an advert as follows:

- By selecting **View Advert** in the drop-down menu (available next to the **Select All** option when processing applicants).



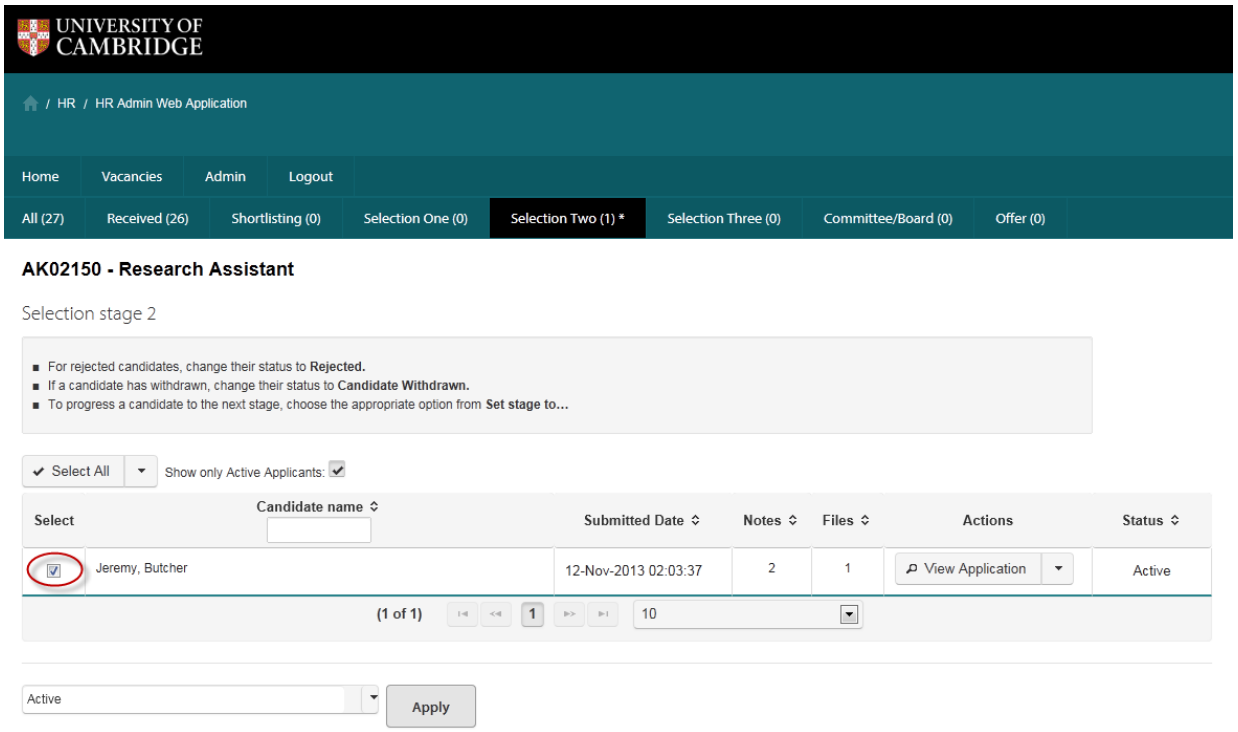
- By selecting **View Advert** from the **Actions** drop-down menu in the **Vacancies** screen.



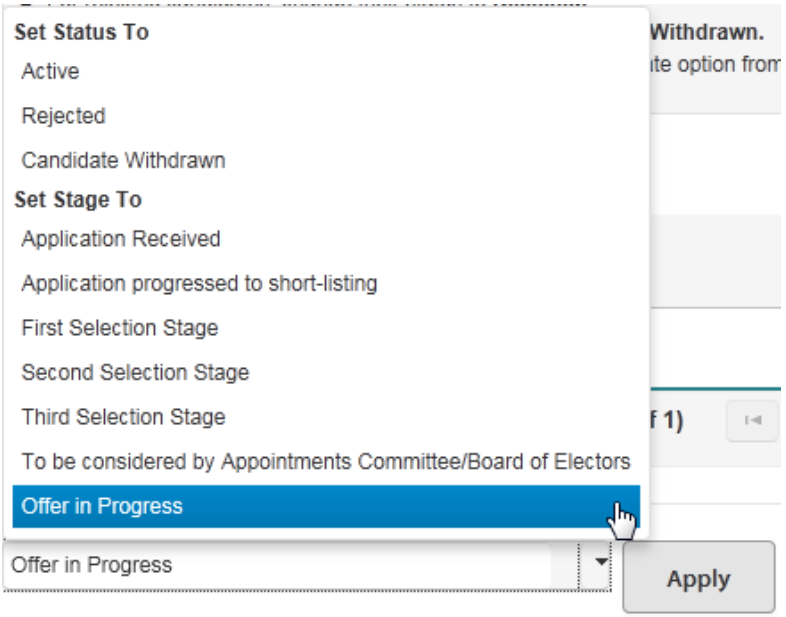
2.5.8 Transferring Successful Applicants to CHRIS

Once an applicant has been selected as the preferred candidate and they have accepted an offer of employment, the vacancy administrator can record this in the system and transfer them into the CHRIS Recruitment Module.

1. Tick the box next to the successful applicant(s) on the tab for the final stage in your selection process (in this example Second Interview).

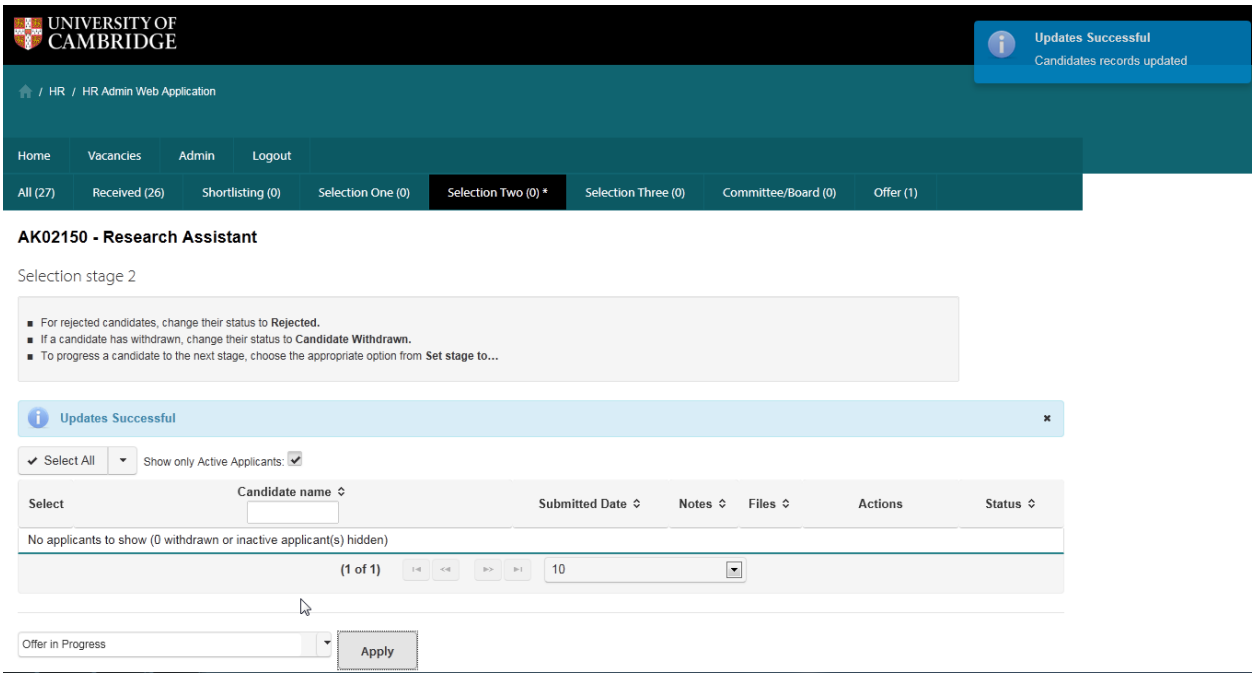


2. Select the status of '**Offer in Progress**' from the **Set Stage to** drop-down list.

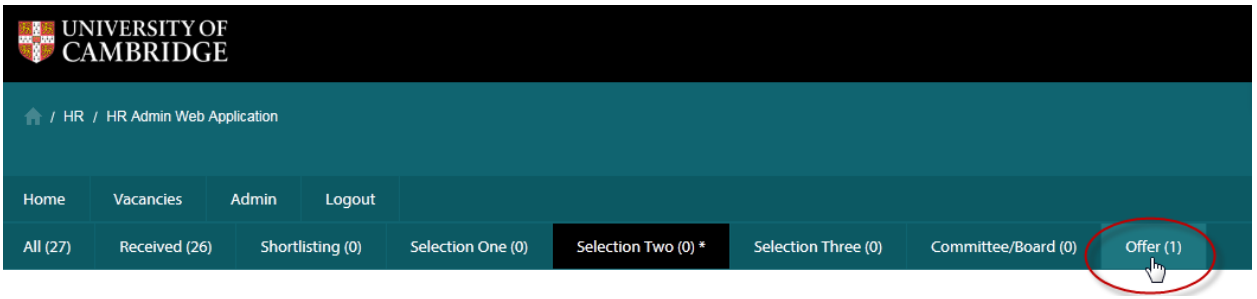


3. Click on the **Apply** button.

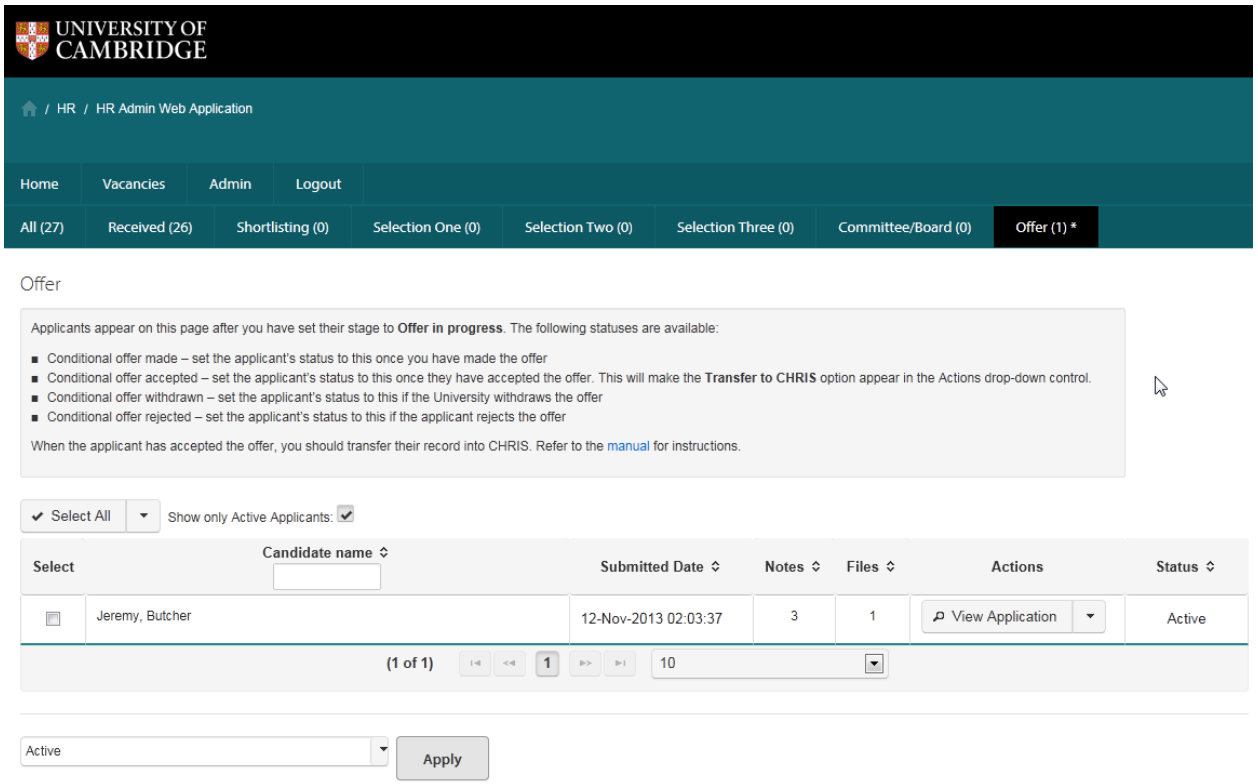
4. The 'Updates Successful' message will be displayed and the candidate (s) will have moved to the Offer tab.



5. Select the Offer Tab.

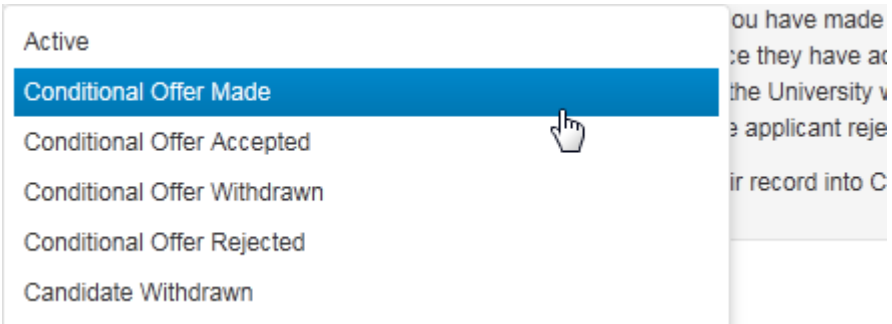


6. The applicant (s) will be displayed.


UNIVERSITY OF CAMBRIDGE
/ HR / HR Admin Web Application
Home
Vacancies
Admin
Logout
All (27)
Received (26)
Shortlisting (0)
Selection One (0)
Selection Two (0)
Selection Three (0)
Committee/Board (0)
Offer (1) *
Offer
Applicants appear on this page after you have set their stage to Offer in progress. The following statuses are available:
Conditional offer made – set the applicant's status to this once you have made the offer
Conditional offer accepted – set the applicant's status to this once they have accepted the offer. This will make the Transfer to CHRIS option appear in the Actions drop-down control.
Conditional offer withdrawn – set the applicant's status to this if the University withdraws the offer
Conditional offer rejected – set the applicant's status to this if the applicant rejects the offer
When the applicant has accepted the offer, you should transfer their record into CHRIS. Refer to the manual for instructions.
Select All
Show only Active Applicants:
Select
Candidate name
Submitted Date
Notes
Files
Actions
Status
Jeremy, Butcher
12-Nov-2013 02:03:37
3
1
View Application
Active
(1 of 1)
10
Active
Apply

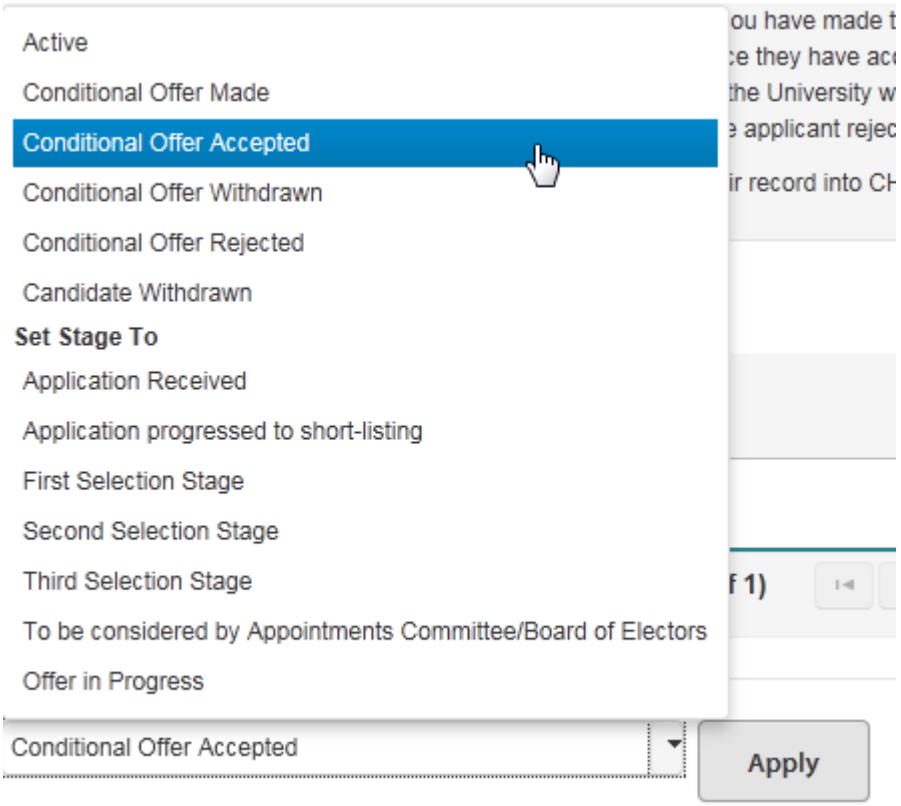
7. Select the applicant (s)

8. Select the status of '**Conditional Offer Made'** from the **Set Status to** drop-down list.



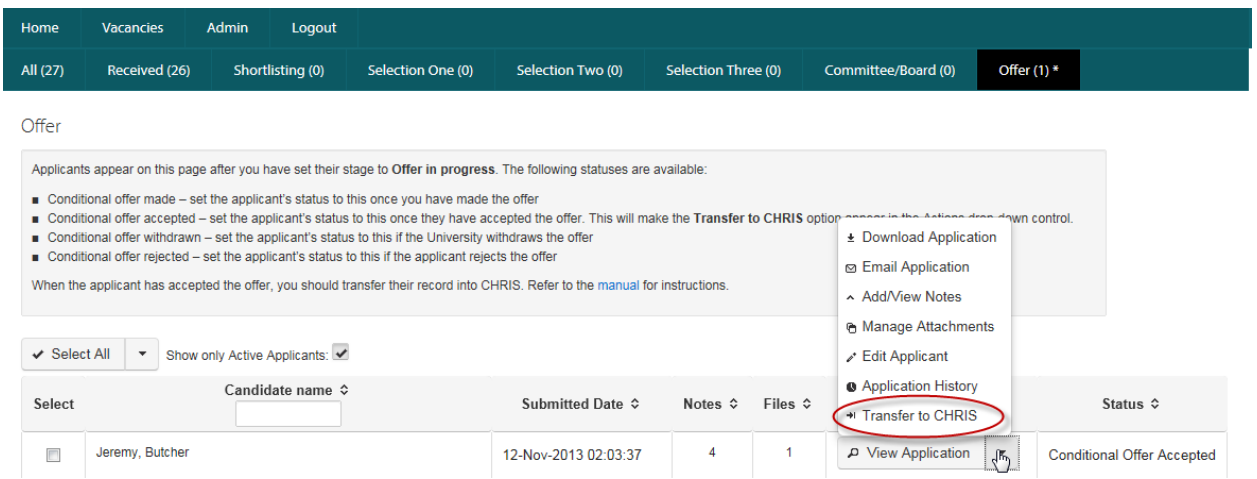
9. Click on the Apply button.

10. Once the applicant (s) has accepted the offer, select the applicant (s) and select the status of **Conditional Offer Accepted** from the **Set Status** to drop down list.

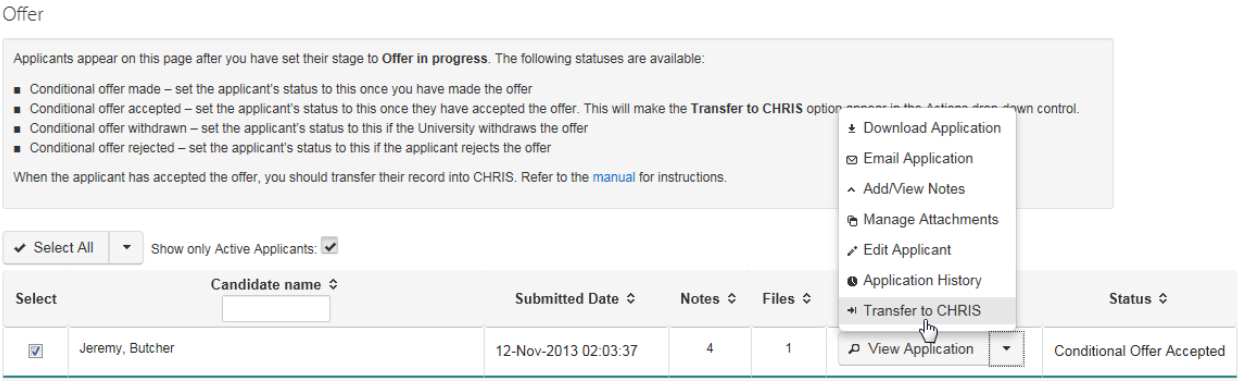


11. Click on the Apply button.

12. Once the status has been changed to Conditional Offer Accepted, the option to **Transfer to CHRIS** will appear in the Actions drop down box

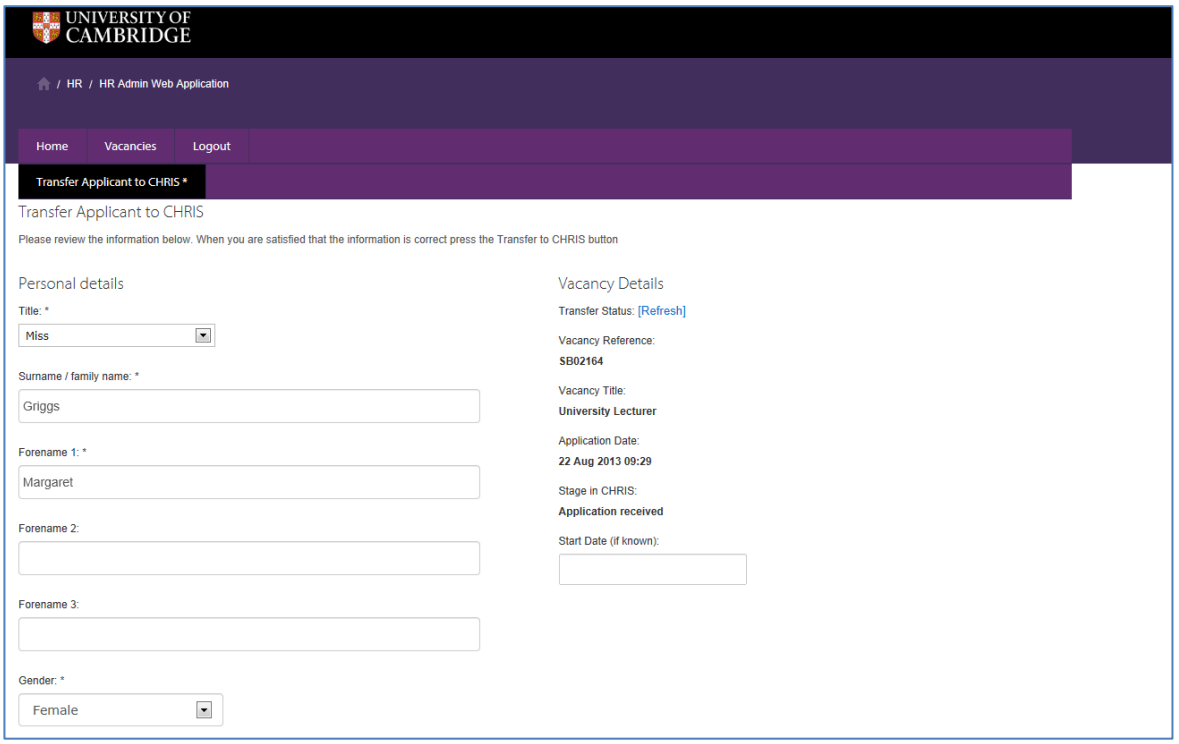

Home
Vacancies
Admin
Logout
All (27)
Received (26)
Shortlisting (0)
Selection One (0)
Selection Two (0)
Selection Three (0)
Committee/Board (0)
Offer (1) *
Offer
Applicants appear on this page after you have set their stage to Offer in progress. The following statuses are available:
Conditional offer made – set the applicant's status to this once you have made the offer
Conditional offer accepted – set the applicant's status to this once they have accepted the offer. This will make the Transfer to CHRIS option
Conditional offer withdrawn – set the applicant's status to this if the University withdraws the offer
Conditional offer rejected – set the applicant's status to this if the applicant rejects the offer
When the applicant has accepted the offer, you should transfer their record into CHRIS. Refer to the manual for instructions.
Download Application
Email Application
Add/View Notes
Manage Attachments
Edit Applicant
Application History
Transfer to CHRIS
Select All
Show only Active Applicants:
Select
Candidate name
Submitted Date
Notes
Files
Status
Jeremy, Butcher
12-Nov-2013 02:03:37
4
1
View Application
Conditional Offer Accepted

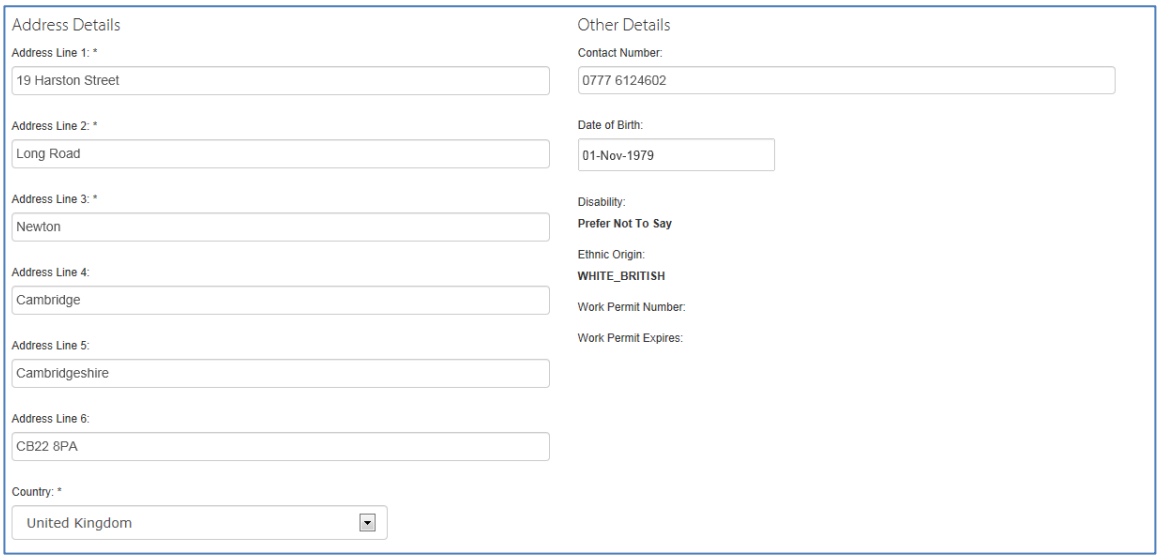
13. Select the applicant and choose **Transfer to CHRIS**.


Offer
Applicants appear on this page after you have set their stage to Offer in progress. The following statuses are available:
Conditional offer made – set the applicant's status to this once you have made the offer
Conditional offer accepted – set the applicant's status to this once they have accepted the offer. This will make the Transfer to CHRIS option
Conditional offer withdrawn – set the applicant's status to this if the University withdraws the offer
Conditional offer rejected – set the applicant's status to this if the applicant rejects the offer
When the applicant has accepted the offer, you should transfer their record into CHRIS. Refer to the manual for instructions.
Download Application
Email Application
Add/View Notes
Manage Attachments
Edit Applicant
Application History
Transfer to CHRIS
Select All
Show only Active Applicants:
Select
Candidate name
Submitted Date
Notes
Files
Status
Jeremy, Butcher
12-Nov-2013 02:03:37
4
1
View Application
Conditional Offer Accepted

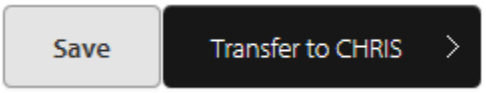
Tip: You can also check the whole of the candidate's application documents before you transfer them by clicking on the Download Application button.

14. Check the applicant's details and make any corrections (e.g. if they have informed you that they have moved house).



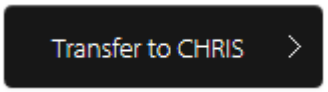


15. The button bar at the bottom of the screen can be used to assist you if you are part way through the process:



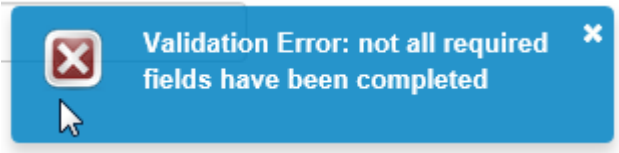
Click **Save** to save the changes and return to them later.

16. Once you are satisfied that the applicants details are up-to-date, click on the **Transfer to CHRIS** button.



Note: Full details of the validation of this screen can be found in the section on Adding an applicant to a vacancy.

17. If the validation on the Transfer is not successful the following message will be displayed.



and the top of the screen will detail the fields that are required.

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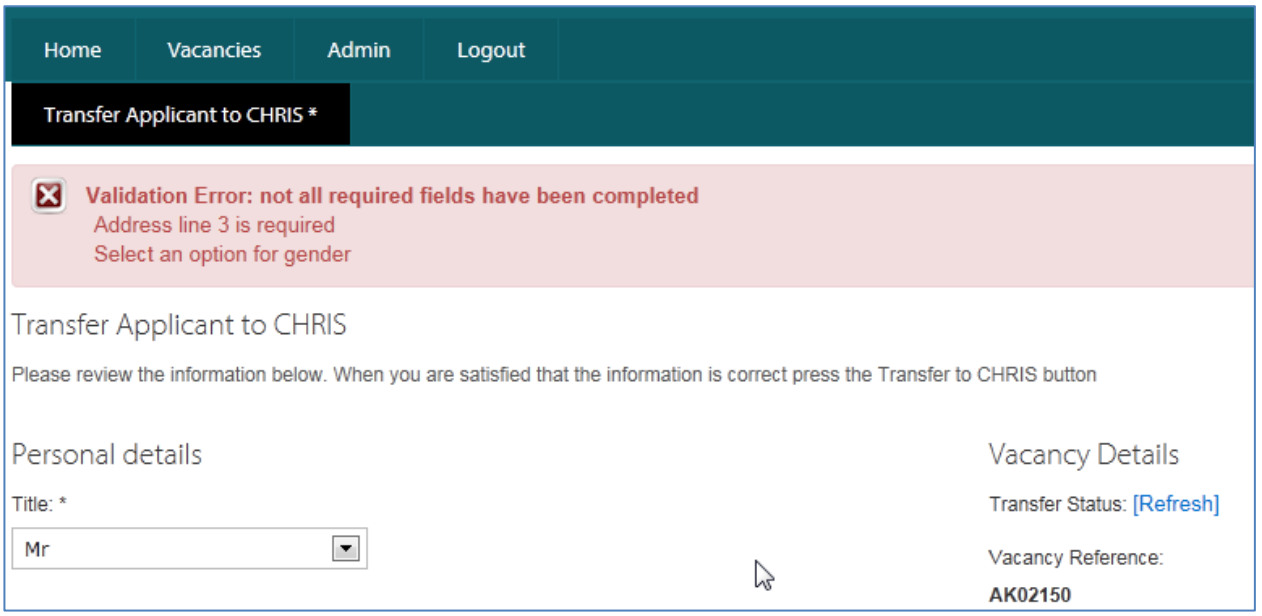
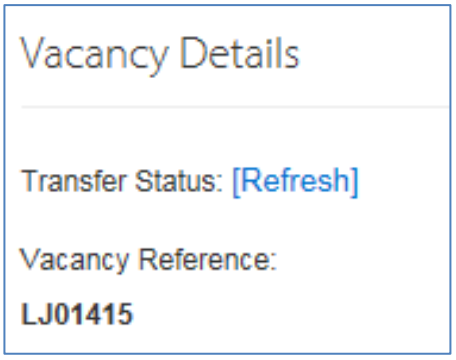


18. Finally, you can check whether the transfer was successful by looking at the **Transfer Status** under the **Vacancy Details**:



Note: Where a transfer has been successful, this means that an applicant record has been created automatically in the CHRIS Recruitment Module. This was a step previously undertaken manually by administrators in departments/institutions.

19. Finally, the vacancy administrator will need to record the details of the offer (e.g. starting salary) made to the preferred candidate in the offer screen within the CHRIS Recruitment Module. The CHRIS/10A will also still need to be sent to the New Appointment team during this release of Web Recruitment. In future, this part of the process will be reviewed again with the hope of simplifying it further in subsequent releases of the Web Recruitment System.

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3. Exceptions to the 'Standard' Process

3.1 Re-advertising for an existing permission to fill

If you have already advertised a vacancy and you need to re-advertise because you have not appointed an applicant successfully, you will need to use new RAS to detach the vacancy from the CHRIS position and then re-advertise the same position requesting that the CHRIS Helpdesk override permissions.

If you do not do this, your vacancy will have the same reference number as when you first advertised it and all new applications received for the vacancy will be delivered into the same 'received list' as the previous batch of unsuccessful applications. This is not an accurate record of the process so should be avoided, particularly where the successful candidate requires a Certificate of Sponsorship (CoS) and a summary of the process needs to be provided on the CoS application form.

Please contact the CHRIS Helpdesk for assistance as required.

3.2 Studentships, Professorships and Marie Curie Fellows

Please note that studentships should not be made available to receive applications using the Web Recruitment System. Studentships are not employment contracts and using a system designed for recruiting employees may cause confusion on this matter.

Applications for Professorships will automatically default to the CHRIS/6 form. Salaries in Professorship adverts are hidden and details of salary ranges, spot salary requirements, competitive rates and any supplements should be entered into the advert itself in new RAS (in line with Resident Labour Market Test requirements).

As the salary for Marie Curies can vary according to the work programme they are funded by, the salary is not automatically displayed in the advert. You should include salary information within the body of your advert. This can be in euros but you should include a note of the value in pounds at the time the advert is placed in order to meet the Resident Labour Market Test. Please continue to use the CHRIS/10 appointment form for these roles.

3.3 Applicants sourced through agencies

Where you have decided to use a recruitment agency to source applicants, this should be handled as follows:

- Where you are using an agency, as well as advertising the vacancy on the University's Job Opportunities pages and accepting direct applications – any applicants forwarded to the appointing body for consideration should have their details entered into the Web Recruitment System using the manual application entry process described in the section on adding an applicant to a vacancy. Applications sifted out by the agency, which the University does not see/review,

do not need to be recorded in the system.

- Where you are using an agency as the only means of sourcing your applicants and are not accepting direct applications through the Web Recruitment System, it will not be possible to record details of the applications forwarded by the agency in the system. Instead, applicants forwarded to you should be asked (by the agency) to complete a CHRIS/5 or CHRIS/6 form (as applicable). These should be handled as described in the Recruitment Guidance at: **http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/candidates/applications.html**. In order that the University's equal opportunities data is complete, please provide details of the applicants' equal opportunities information as described in the information found at: **http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/candidates/closing.html**.

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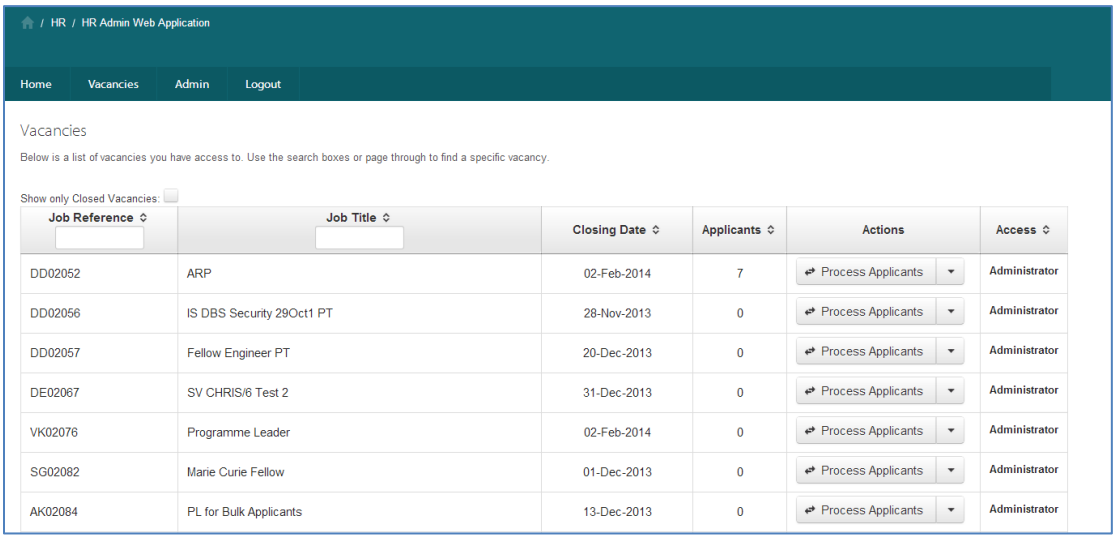
4. How to search for a vacancy in Web Recruitment

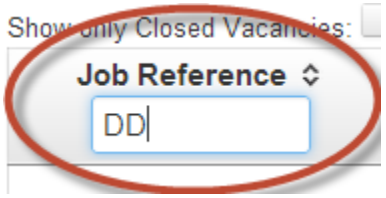
4.1 Search – Option 1

Log in to the HR Admin Panel. Click on the **Vacancies** tab. On this page you will see a table of the vacancies that you have access to.

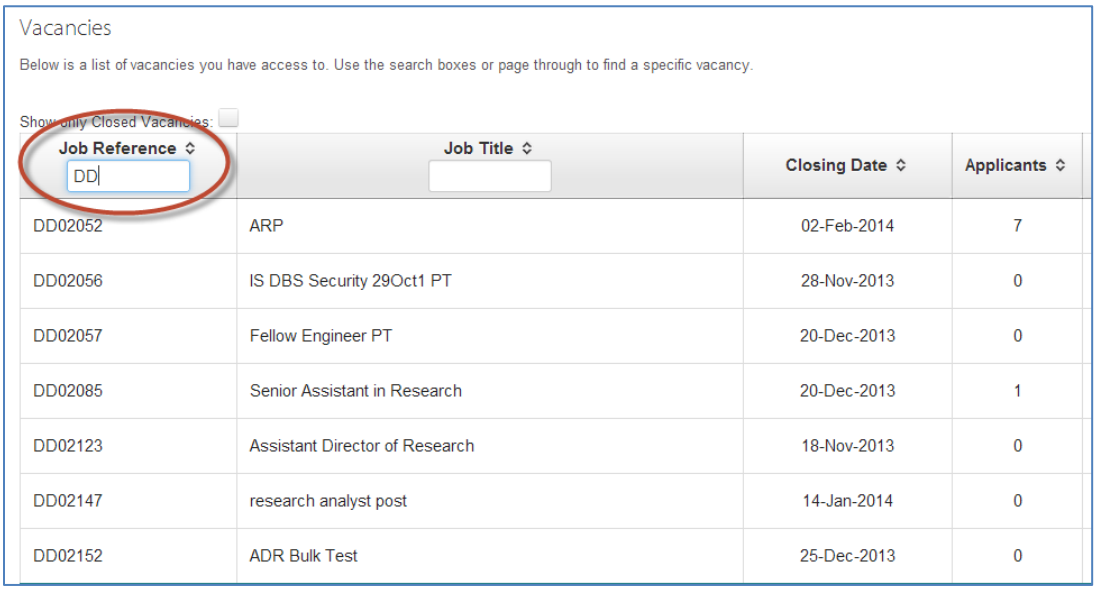
By default closed vacancies are not shown.


/ HR / HR Admin Web Application
Home
Vacancies
Admin
Logout
Vacancies
Below is a list of vacancies you have access to. Use the search boxes or page through to find a specific vacancy.
Show only Closed Vacancies:
Job Reference
Job Title
Closing Date
Applicants
Actions
Access
DD02052 ARP 02-Feb-2014 7 Process Applicants Administrator
DD02056 IS DBS Security 29Oct1 PT 28-Nov-2013 0 Process Applicants Administrator
DD02057 Fellow Engineer PT 20-Dec-2013 0 Process Applicants Administrator
DE02067 SV CHRIS/6 Test 2 31-Dec-2013 0 Process Applicants Administrator
VK02076 Programme Leader 02-Feb-2014 0 Process Applicants Administrator
SG02082 Marie Curie Fellow 01-Dec-2013 0 Process Applicants Administrator
AK02084 PL for Bulk Applicants 13-Dec-2013 0 Process Applicants Administrator

At the top of the **Job Reference** column you will see a white search box. Enter data into this box to search for specific details on a vacancy.

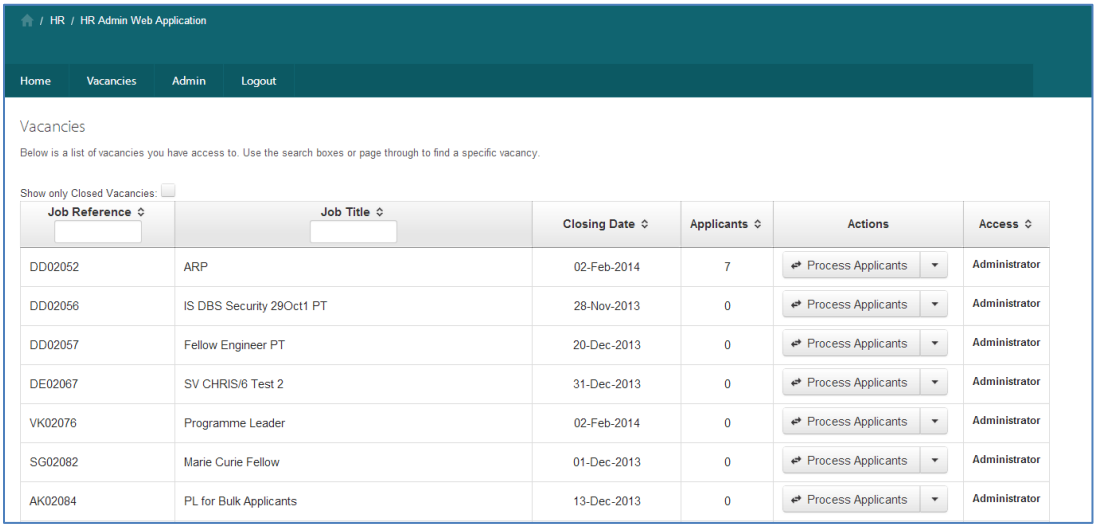


You should now see a screen with a list all the data that meets your current search criteria.

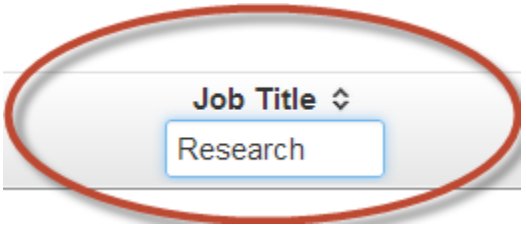

Vacancies
Below is a list of vacancies you have access to. Use the search boxes or page through to find a specific vacancy.
Show only Closed Vacancies:
Job Reference
DD
Job Title
Closing Date
Applicants
DD02052 ARP 02-Feb-2014 7
DD02056 IS DBS Security 29Oct1 PT 28-Nov-2013 0
DD02057 Fellow Engineer PT 20-Dec-2013 0
DD02085 Senior Assistant in Research 20-Dec-2013 1
DD02123 Assistant Director of Research 18-Nov-2013 0
DD02147 research analyst post 14-Jan-2014 0
DD02152 ADR Bulk Test 25-Dec-2013 0

4.2 Search – Option 2

Log in to the HR Admin Panel. Click on the **Vacancies** tab. On this page you will see a table of the vacancies that you have access to.


HR / HR Admin Web Application
Home
Vacancies
Admin
Logout
Vacancies
Below is a list of vacancies you have access to. Use the search boxes or page through to find a specific vacancy.
Show only Closed Vacancies:
Job Reference
Job Title
Closing Date
Applicants
Actions
Access
DD02052 ARP 02-Feb-2014 7 Process Applicants Administrator
DD02056 IS DBS Security 29Oct1 PT 28-Nov-2013 0 Process Applicants Administrator
DD02057 Fellow Engineer PT 20-Dec-2013 0 Process Applicants Administrator
DE02067 SV CHRIS/6 Test 2 31-Dec-2013 0 Process Applicants Administrator
VK02076 Programme Leader 02-Feb-2014 0 Process Applicants Administrator
SG02082 Marie Curie Fellow 01-Dec-2013 0 Process Applicants Administrator
AK02084 PL for Bulk Applicants 13-Dec-2013 0 Process Applicants Administrator

At the top of the **Job Title** column you will see a white search box. Enter data into this box to search for specific details on a vacancy.



You should now see a screen with a list all the data that meets your current search criteria.

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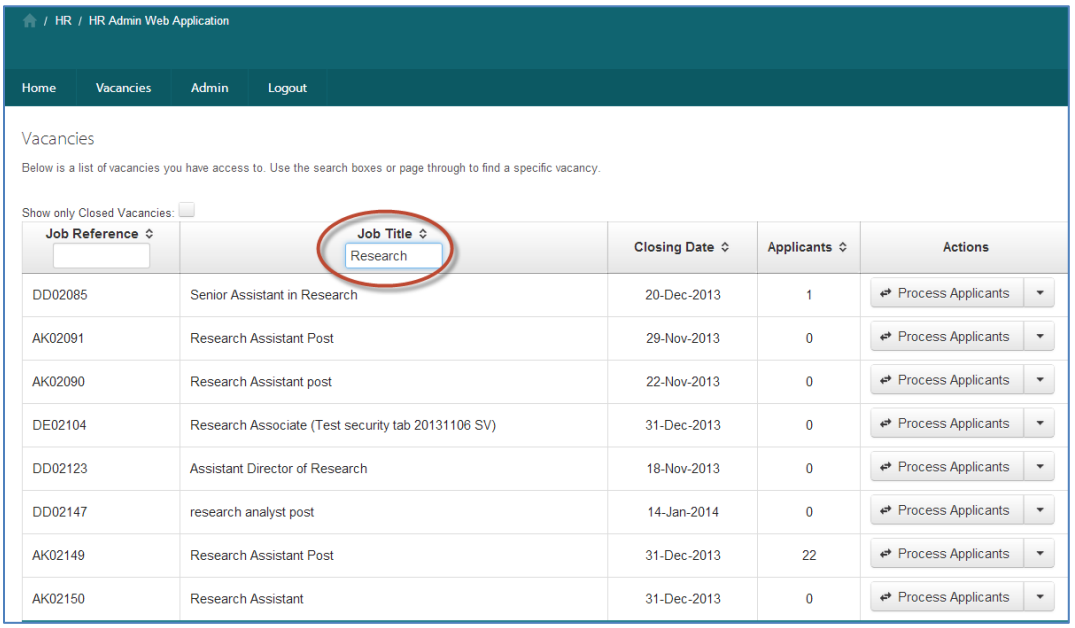
/ HR / HR Admin Web Application
Home
Vacancies
Admin
Logout
Vacancies
Below is a list of vacancies you have access to. Use the search boxes or page through to find a specific vacancy.
Show only Closed Vacancies:
Job Reference
Job Title
Research
Closing Date
Applicants
Actions
DD02085 Senior Assistant in Research 20-Dec-2013 1 Process Applicants
AK02091 Research Assistant Post 29-Nov-2013 0 Process Applicants
AK02090 Research Assistant post 22-Nov-2013 0 Process Applicants
DE02104 Research Associate (Test security tab 20131106 SV) 31-Dec-2013 0 Process Applicants
DD02123 Assistant Director of Research 18-Nov-2013 0 Process Applicants
DD02147 research analyst post 14-Jan-2014 0 Process Applicants
AK02149 Research Assistant Post 31-Dec-2013 22 Process Applicants
AK02150 Research Assistant 31-Dec-2013 0 Process Applicants